



OUTPATIENT PHARMACY (OP) USER MANUAL

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Preface

This document describes the functional characteristics of Outpatient Pharmacy Version 7.0. It is intended for pharmacists and technicians who are familiar with the functioning of Outpatient Pharmacy in a VA Medical Center.

Table of Contents

Introduction.....	1
Icons	1
Related Manuals.....	1
Outpatient Pharmacy V. 7.0 Menus.....	2
Outpatient Pharmacy Manager Menu.....	2
Pharmacist	6
Pharmacy Technician	7
List Manager.....	8
Using List Manager with Outpatient Pharmacy	9
Entering Actions.....	10
Outpatient Pharmacy Hidden Actions	11
Speed Actions	11
Other Outpatient Pharmacy ListMan Actions	12
Other Screen Actions	12
Chapter One: Outpatient Pharmacy Manager.....	15
Outpatient Pharmacy Manager Menu	17
Using the Archive Menu Option.....	18
Find.....	18
Save to Tape	18
Tape Retrieval.....	18
Archive to File	19
File Retrieval.....	19
Purge	22
List One Patient's Archived Rx's.....	22
Print Archived Prescriptions.....	22
Autocanceling.....	23
Using the Bingo Board Menu.....	24
Bingo Board	24
Bingo Board Manager (BM)	25
Enter/Edit Display	26
Auto-Start Enter/Edit	28
Print Bingo Board Statistics.....	28
Print Bingo Board Wait Time	28
Purge Bingo Board Data	30
Start Bingo Board Display.....	30
Stop Bingo Board Display.....	30
Bingo Board User BU	31
Enter New Patient.....	31

Display Patient's Name on Monitor	31
Remove Patient's Name from Monitor	31
Status of Patient's Order.....	32
Controlling the Dispensing of Clozapine	33
Clozapine Pharmacy Manager.....	33
Display Lab Tests and Results.....	34
Edit Data for a Patient in the Clozapine Program.....	34
List of Override Prescriptions	34
Register Clozapine Patient.....	35
Handling Copay Charges.....	36
Copay Menu.....	36
CHAMPUS Billing Exemption.....	36
Exempt Rx Patient Status from Copayment	37
Remove Copay Charge.....	37
Reset Copay Status.....	37
Evaluating Drug Usage	38
DUE Supervisor.....	38
Enter a New Answer Sheet	38
Edit an Existing Answer Sheet	38
Create/Edit a Questionnaire	39
Batch Print Questionnaires.....	39
DUE Report.....	39
Enter/Edit Clinic Sort Groups	39
External Interface Menu.....	40
Purge External Batches.....	40
Reprint External Batches.....	40
View External Batches	41
Label/Profile Monitor Reprint.....	42
Implementing and Maintaining Outpatient Pharmacy.....	43
Maintenance (Outpatient Pharmacy).....	43
Site Parameter Enter/Edit.....	43
Edit Provider	43
Add New Providers	43
Queue Background Jobs	44
Autocancel Rx's on Admission.....	45
Bingo Board Manager (BM)	46
Enter/Edit Display	46
Auto-Start Enter/Edit	48
Print Bingo Board Statistics.....	49
Print Bingo Board Wait Time	49
Purge Bingo Board Data	50
Start Bingo Board Display.....	51
Stop Bingo Board Display.....	51
Edit Data for a Patient in the Clozapine Program.....	52
Enter/Edit Clinic Sort Groups.....	52
Initialize Rx Cost Statistics.....	53

Edit Pharmacy Intervention.....	53
Delete Intervention.....	53
Auto-delete from Suspense.....	53
Delete a Prescription	53
Expire Prescriptions	54
Purge Drug Cost Data	54
Purge External Batches.....	54
Recompile AMIS Data.....	54
Medication Profile	55
About the Output Reports Menu.....	56
Output Reports	56
Action Profile (132 COLUMN PRINTOUT).....	56
Alpha Drug List and Synonyms.....	57
AMIS Report.....	57
Commonly Dispensed Drugs	57
Cost Analysis Reports.....	57
Clinic Costs.....	57
Division Costs by Drug.....	58
Drug Costs	58
Drug Costs by Division.....	58
Drug Costs by Division by Provider	58
Drug Costs by Provider	58
High Cost Rx Report	58
Patient Status Costs.....	58
Pharmacy Cost Statistics Menu.....	59
Pharmacy Statistics.....	59
Sort Statistics By Division	59
Provider by Drug Costs	59
Provider Costs.....	59
Request Statistics.....	59
Daily AMIS Report.....	59
Drug List By Synonym	59
Inactive Drug List.....	60
List Prescriptions on Hold.....	60
Management Reports Menu	60
Daily Management Report Menu	61
All Reports.....	61
Cost of Prescriptions	61
Count of Prescriptions	61
Intravenous Admixture	61
Type of Prescriptions Filled.....	61
Date Range Recompile Data	62
Initialize Daily Compile	62
Monthly Management Report Menu	62
All Reports.....	62
Cost of Prescriptions	62
Count of Prescriptions	63
Intravenous Admixture	63
Type of Prescriptions Filled.....	63

One Day Recompile Data	63
Purge Data.....	63
Medication Profile	63
Monthly Drug Cost	64
Narcotic Prescription List.....	65
Non-Formulary List	65
Poly Pharmacy Report	65
Released and Unreleased Prescription Report.....	65
Pharmacy Intervention.....	66
Pharmacy Intervention Menu.....	66
Enter Pharmacy Intervention	66
Edit Pharmacy Intervention.....	66
Print Pharmacy Intervention	66
Delete Intervention.....	66
View Intervention	66
Process Drug/Drug Interactions	67
Releasing Medication	68
Release Medication.....	68
Returning Medication to Stock	69
Return to Stock.....	69
Processing a Prescription	70
Rx (Prescriptions)	70
Patient Prescription Processing	70
Barcode Rx Menu.....	82
Barcode Batch Prescription Entry.....	82
Check Quality of Barcode.....	82
Complete Orders from OERR	82
Discontinue Prescription(s)	89
List One Patient's Archived Rx's.....	89
Reprint an Outpatient Rx Label	89
View Prescriptions	89
Using the Supervisor Menu.....	90
Supervisor Functions	90
Add New Providers	90
Daily Rx Cost	90
Delete a Prescription	90
Edit Provider.....	91
Initialize Rx Cost Statistics.....	91
Inter-Divisional Processing	91
Inventory	91
Look-up Clerk by Code	91
Monthly Rx Cost Compilation	91
Pharmacist Enter/Edit.....	92
Purge Drug Cost Data	92
Recompile AMIS Data.....	92

Site Parameter Enter/Edit.....	92
View Provider.....	92
Using the Suspense Functions.....	93
Suspense Functions.....	93
Auto-delete from Suspense.....	93
Change Suspense Date.....	94
Count of Suspended Rx's by Day.....	95
Delete Printed Rx's from Suspense.....	95
Log of Suspended Rx's by Day (this Division).....	95
Print from Suspense File.....	95
Pull Early from Suspense.....	96
Reprint Batches from Suspense.....	97
Update Patient Record.....	97
Verifying Prescriptions.....	98
Verification.....	98
List Non-Verified Scripts.....	98
Non-Verified Counts.....	98
Rx Verification by Clerk.....	98
Chapter Two: Pharmacist Menu	99
Pharmacist Menu.....	101
Using the Bingo Board	102
Bingo Board User.....	102
Enter New Patient.....	102
Display Patient's Name on Monitor.....	102
Remove Patient's Name from Monitor.....	103
Status of Patient's Order.....	103
Change Suspense Date.....	104
Evaluating Drug Usage	105
DUE Supervisor.....	105
Enter a New Answer Sheet.....	105
Edit an Existing Answer Sheet.....	105
Create/Edit a Questionnaire.....	105
Batch Print Questionnaires.....	106
DUE Report.....	106
Enter/Edit Clinic Sort Groups.....	106
Using the Interface Menu	108
External Interface Menu.....	108
Purge External Batches.....	108
Reprint External Batches.....	108
View External Batches.....	109
Medication Profile.....	111

Pharmacy Intervention.....	112
Pharmacy Intervention Menu.....	112
Enter Pharmacy Intervention	112
Edit Pharmacy Intervention.....	112
Print Pharmacy Intervention	112
Delete Intervention.....	112
View Intervention	113
Print from Suspense File	113
Process Drug/Drug Interactions	114
Pull Early from Suspense	114
Release Medication.....	114
Return Medication to Stock	115
Ordering a Prescription.....	116
Rx (Prescriptions)	116
Patient Prescription Processing	116
Barcode Rx Menu.....	127
Barcode Batch Prescription Entry	127
Check Quality of Barcode.....	127
Complete Orders from OERR	128
Discontinue Prescription(s)	133
List One Patient's Archived Rx's.....	133
Reprint an Outpatient Rx Label	133
View Prescriptions	133
Update Patient Record	133
Verifying Prescriptions.....	134
Verification	134
List Non-Verified Scripts.....	134
Non-Verified Counts	134
Rx Verification by Clerk	134
Chapter Three: Pharmacy Technician's Menu	135
Pharmacy Technician's Menu	137
Using the Bingo Board	138
Bingo Board User	138
Enter New Patient.....	138
Display Patient's Name on Monitor	138
Remove Patient's Name from Monitor	138
Status of Patient's Order.....	139
Creating, Editing, and Printing a DUE Answer Sheet.....	140
DUE User.....	140
Enter a New Answer Sheet	140
Edit an Existing Answer Sheet	140
Batch Print Questionnaires.....	140
Medication Profile	141

Processing a Prescription	142
Patient Prescription Processing.....	142
Pull Early from Suspense	151
Release Medication.....	151
Update Patient Record	151
Glossary	153
Appendix A.....	159
Creating A Sig. Using Information From CPRS Order Entry.....	159
Index.....	165

Table of Contents

Introduction

The Outpatient Pharmacy (OP) software provides a way to manage the medication regimen of veterans seen in the outpatient clinics and to monitor and manage the workload and costs in the outpatient pharmacy.

The primary benefits to the veteran are the assurance that he or she is receiving the proper medication and the convenience of obtaining refills easily. The clinicians and pharmacists responsible for patient care benefit from a complete, accurate, and current medication profile available at any time to permit professional evaluation of treatment plans. Utilization, cost, and workload reports provide management cost controlling tools while maintaining the highest level of patient care.

Icons

Icons used to highlight key points in this manual are defined as follows:



Required security keys



Indicates the user should take note of the information.

Related Manuals

Outpatient Pharmacy V. 7.0 Release Notes
Outpatient Pharmacy V. 7.0 Technical Manual/Security Guide
Computerized Patient Record System V. 1.0 Installation Guide
Computerized Patient Record System V. 1.0 Set-up Guide

Outpatient Pharmacy V. 7.0 Menus

Outpatient Pharmacy Manager Menu

Archiving ...

- Find
- Save to Tape
- Tape Retrieval
- Archive to File
- File Retrieval
- Purge
- List One Patient's Archived Rx's
- Print Archived Prescriptions

Autocancel Rx's on Admission

Bingo Board ...

- BM Bingo Board Manager ...
 - Enter/Edit Display
 - Auto-Start Enter/Edit
 - Print Bingo Board Statistics
 - Print Bingo Board Wait Time
 - Purge Bingo Board Data
 - Start Bingo Board Display
 - Stop Bingo Board Display
- BU Bingo Board User ...
 - Enter New Patient
 - Display Patient's Name on Monitor
 - Remove Patient's Name from Monitor
 - Status of Patient's Order

Clozapine Pharmacy Manager ...

- Display Lab Tests and Results
- Edit Data for a Patient in the Clozapine Program
- List of Override Prescriptions
- Register Clozapine Patient

Copay Menu ...

- CHAMPUS Billing Exemption
- Exempt Rx Patient Status from Copayment
- Remove Copay Charge
- Reset Copay Status

DUE Supervisor ...

- 1 Enter a New Answer Sheet
- 2 Edit an Existing Answer Sheet
- 3 Create/Edit a Questionnaire
- 4 Batch Print Questionnaires
- 5 DUE Report

Enter/Edit Clinic Sort Groups

External Interface Menu ...

- Purge External Batches
- Reprint External Batches
- View External Batches

Label/Profile Monitor Reprint

Maintenance (Outpatient Pharmacy) ...

- Site Parameter Enter/Edit
- Edit Provider
- Add New Providers
- Queue Background Jobs
- Autocancel Rx's on Admission
- Bingo Board Manager ...
 - Enter/Edit Display
 - Auto-Start Enter/Edit
 - Print Bingo Board Statistics
 - Print Bingo Board Wait Time
 - Purge Bingo Board Data
 - Start Bingo Board Display
 - Stop Bingo Board Display
- Edit Data for a Patient in the Clozapine Program
- Enter/Edit Clinic Sort Groups
- Initialize Rx Cost Statistics
- Edit Pharmacy Intervention
- Delete Intervention
- Auto-delete from Suspense
- Delete a Prescription
- Expire Prescriptions
- Purge Drug Cost Data
- Purge External Batches
- Recompile AMIS Data

Medication Profile

Output Reports ...

- Action Profile (132 COLUMN PRINTOUT)
- Alpha Drug List and Synonyms
- AMIS Report
- Commonly Dispensed Drugs
- Cost Analysis Reports ...
 - Clinic Costs
 - Division Costs by Drug
 - Drug Costs
 - Drug Costs by Division
 - Drug Costs by Division by Provider
 - Drug Costs by Provider
 - High Cost Rx Report
 - Patient Status Costs
 - Pharmacy Cost Statistics Menu ...
 - Pharmacy Statistics
 - Sort Statistics By Division

- Provider by Drug Costs
- Provider Costs
- Request Statistics
- Daily AMIS Report
- Drug List By Synonym
- Inactive Drug List
- List Prescriptions on Hold
- Management Reports Menu ...
 - Daily Management Report Menu ...
 - All Reports
 - Cost of Prescriptions
 - Count of Prescriptions
 - Intravenous Admixture
 - Type of Prescriptions Filled
 - Date Range Recompile Data
 - Initialize Daily Compile
 - Monthly Management Report Menu ...
 - All Reports
 - Cost of Prescriptions
 - Count of Prescriptions
 - Intravenous Admixture
 - Type of Prescriptions Filled
 - One Day Recompile Data
 - Purge Data
- Medication Profile
- Monthly Drug Cost
- Narcotic Prescription List
- Non-Formulary List
- Poly Pharmacy Report
- Released and Unreleased Prescription Report
- Pharmacy Intervention Menu ...**
 - Enter Pharmacy Intervention
 - Edit Pharmacy Intervention
 - Print Pharmacy Intervention
 - Delete Intervention
 - View Intervention
- Process Drug/Drug Interactions**
- Release Medication**
- Return Medication to Stock**
- Rx (Prescriptions) ...**
 - Patient Prescription Processing
 - Barcode Rx Menu ...
 - Barcode Batch Prescription Entry
 - Check Quality of Barcode
 - Complete Orders from OERR
 - Discontinue Prescription(s)
 - List One Patient's Archived Rx's
 - Reprint an Outpatient Rx Label
 - View Prescriptions

Supervisor Functions ...

- Add New Providers
- Daily Rx Cost
- Delete a Prescription
- Edit Provider
- Initialize Rx Cost Statistics
- Inter-Divisional Processing
- Inventory
- Lookup Clerk by Code
- Monthly Rx Cost Compilation
- Pharmacist Enter/Edit
- Purge Drug Cost Data
- Recompile AMIS Data
- Site Parameter Enter/Edit
- View Provider

Suspense Functions ...

- Auto-delete from Suspense
- Change Suspense Date
- Count of Suspended Rx's by Day
- Delete Printed Rx's from Suspense
- Log of Suspended Rx's by Day (this Division)
- Print From Suspense File
- Pull Early From Suspense
- Reprint Batches from Suspense

Update Patient Record

Verification ...

- List Non-Verified Scripts
- Non-Verified Counts
- Rx Verification by Clerk

Pharmacist

Bingo Board User ...

- Enter New Patient
- Display Patient's Name on Monitor
- Remove Patient's Name from Monitor
- Status of Patient's Order

Change Suspense Date

DUE Supervisor ...

- 1 Enter a New Answer Sheet
- 2 Edit an Existing Answer Sheet
- 3 Create/Edit a Questionnaire
- 4 Batch Print Questionnaires
- 5 DUE Report

Enter/Edit Clinic Sort Groups

External Interface Menu ...

- Purge External Batches
- Reprint External Batches
- View External Batches

Medication Profile

Pharmacy Intervention Menu ...

- Enter Pharmacy Intervention
- Edit Pharmacy Intervention
- Print Pharmacy Intervention
- Delete Intervention
- View Intervention

Print From Suspense File

Process Drug/Drug/Interaction

Pull Early From Suspense

Release Medication

Return Medication to Stock

Rx (Prescriptions) ...

- Patient Prescription Processing
- Barcode Rx Menu ...
 - Barcode Batch Prescription Entry
 - Check Quality of Barcode
- Complete Orders from OERR
- Discontinue Prescription(s)
- List One Patient's Archived Rx's
- Reprint an Outpatient Rx Label
- View Prescriptions

Update Patient Record

Verification ...

- List Non-Verified Scripts
- Non-Verified Counts
- Rx Verification by Clerk

Pharmacy Technician

Bingo Board User ...

- Enter New Patient
- Display Patient's Name on Monitor
- Remove Patient's Name from Monitor
- Status of Patient's Order

DUE User ...

- 1 Enter a New Answer Sheet
- 2 Edit an Existing Answer Sheet
- 3 Batch Print Questionnaires

Medication Profile

Patient Prescription Processing

Pull Early From Suspense

Release Medication

Update Patient Record

List Manager

When processing an order now you will see that the screen has dramatically changed from the previous version. The new screen was designed using List Manager.

This new screen gives you more information and easier accessibility to vital reports and areas of a patient's chart you may wish to see.

Please take the time to read over the explanation of the screen and the actions that you can now execute at the touch of a key. This type of preparation before attempting to use List Manager has been proven effective in saving time, effort, and usually equipment!

Outpatient List Manager

The diagram shows the layout of the Outpatient List Manager screen. Labels on the left point to specific areas: Screen Title, Header Area, List Area (scrolling region), Message Window, and Action Area. An Allergy Indicator label points to a small box in the top right corner.

Patient Information		Mar 19, 1996 13:20:06	Page: 1 of 1
ZOOM,BILLY		A>	
PID: 231-44-7629		Ht(cm): 190.50	(02/25/96)
DOB: FEB 23,1953 (43)		Wt(kg): 115.64	(02/25/96)
SEX: MALE			
Eligibility: OTHER FEDERAL AGENCY			
Disabilities:			
66 ROCKABILLY LANE			
LOS ANGELES		PHONE: 112 543 6700	
CALIFORNIA 21344			
Outpatient Narrative: NEW PATIENT AS OF 06-15-94			
Allergies			
Verified: GRASS POLLEN			
Non-Verified: CODEINE			
Adverse Reactions			
Verified: PENICILLIN			
Non-Verified: THEOPHYLLINE			
+ Enter ?? for more actions			
EA Edit/Enter Allergy/ADR Data		PU Patient Record Update	
DA Detailed Allergy/ADR List		EX Exit Patient List	
Select Action: Quit// <RET>			

Screen title: The screen title changes according to what type of information List Manager is displaying (e.g., Patient Information, Medication Profile, New OP Order (ROUTINE), etc.).

Allergy indicator: This indicator displays when there has been information entered into the ALLERGY field for the patient.

Header area:	The header area is a “fixed” (non-scrollable) area that displays patient information.
List area:	(scrolling region) This area scrolls (like the previous version) and displays the information that you can take action on.
Message window:	This section displays a plus (+) sign, minus (-) sign, or informational text (i.e., Enter ?? for more actions). If you enter a plus sign at the action prompt, List Manager will “jump” forward a page. If a minus sign is displayed and you enter it at the action prompt, List Manager will “jump” back a screen. The plus and minus signs are only valid actions if they are displayed in the message window.
Action area:	A list of actions display in this area of the screen. If you enter a double question mark (??) at the “Select Item(s)” prompt, you will receive a “hidden” list of additional actions that are available to you. Outpatient Pharmacy hidden actions are displayed with the letters (OP) next to the action.

Using List Manager with Outpatient Pharmacy

List Manager is a tool designed so that a list of items can be presented to the user for an action.

For Outpatient Pharmacy, the List Manager does the following:

- allows the pharmacist or technician to browse through a list of actions
- allows the pharmacist or technician to take action against those items
- allows the user to select an action that displays an action or informational profile
- allows the user to select a different action without leaving an option.

Entering Actions

Actions are entered by typing the name(s), or synonym(s) at the “Select Item(s)” prompt. In addition to the various actions that may be available specific to the option you are working in, List Manager provides generic actions applicable to any List Manager screen. You may enter a double question mark (??) at the “Select Action” prompt for a list of all actions available. The following is a list of generic List Manager actions with a brief description. The synonym for each action is shown in brackets following the action name. Entering the synonym is the quickest way to select an action. Outpatient Pharmacy hidden actions are displayed with the letters (OP) next to the action.

Action	Description
Next Screen [+]	move to the next screen (may be shown as a default).
Previous Screen [-]	move to the previous screen.
Up a Line [UP]	move up one line.
Down a Line [DN]	move down one line.
Shift View to Right [>]	move the screen to the right if the screen width is more than 80 characters.
Shift View to Left [<]	move the screen to the left if the screen width is more than 80 characters.
First Screen [FS]	move to the first screen.
Last Screen [LS]	move to the last screen.
Go to Page [GO]	move to any selected page in the list.
Re Display Screen [RD]	redisplay the current.
Print Screen [PS]	prints the header and the portion of the list currently displayed.
Print List [PL]	prints the list of entries currently displayed.
Search List [SL]	finds selected text in list of entries.
Auto Display (On/Off) [ADPL]	toggles the menu of actions to be displayed/not displayed automatically.
Quit [QU]	exits the screen (may be shown as a default).

Outpatient Pharmacy Hidden Actions

The OP hidden actions will display with the previous hidden actions once you select a completed or finished order and enter a double question mark (??) at the “Select Action” prompt.

The following hidden actions appear on the prescription profile screen and can only be applied to one order at a time.

Activity Logs [AL]	displays the Activity Logs.
Copy [CO]	allows the user to copy and edit an order.
Hold [HD]	places an order on a hold status.
Other OP Actions [OTH]	allows the user to choose from the following sub-actions: Progress Note [PN], Action Profile [AP], Print Medication Instructions [MI], or Display Orders' Statuses [DO].
Patient Information [PI]	shows patient information, allergies, adverse reactions, and pending clinic appointments.
Pull Rx [PP]	action taken to pull an Rx(s) early from suspense.
Reprint [RP]	reprints the label.
Unhold [UH]	removes an order from a hold status.
Verify [VF]	allows the pharmacist to verify an order a pharmacy technician has entered.

Speed Actions

These OP actions are referred to as “speed actions” and appear on the medication profile screen. These actions can be applied to one or more orders at a time.

Reprint [RP]	reprints the label.
Renew [RN]	a continuation of a medication authorized by the provider.

Refill [RF]	a second or subsequent filling authorized by the provider.
Discontinue [DC]	status used when an order was made inactive either by a new order or by the request of a physician.
Release [RL]	action taken at the time the order is filled and ready to be given to the patient.
Pull Rx [PP]	action taken to pull an Rx(s) early from suspense.
Inpat. Profile [IP]	action taken to view an Inpatient Profile.

Other Outpatient Pharmacy ListMan Actions

Exit [EX]	allows you to exit processing pending orders.
AC	Accept
BY	Bypass
DC	Discontinue
ED	Edit
FN	Finish

Other Screen Actions

Edit/Enter Allergy/ADR Data [EA]	provides access to the Adverse Reaction Tracking package to allow entry and/or edit of allergy adverse reaction data for the patient. See the Adverse Reaction Tracking package documentation for more information on allergy/ADR processing.
Detailed Allergy Display [DA]	displays a detailed listing of the selected item from the patient's allergy/ADR list. Entry to the Edit Allergy/ADR Data action is provided with this list also.

Patient Record Update [PU]	allows editing of patient data such as SSN, birthdate, address, phone, outpatient narrative, etc.
New Order [NO]	allows new orders to be entered for the patient.
Exit Patient List [EX]	allows you to exit patient's Patient Information screen so that a new patient can be selected.

Chapter One: Outpatient Pharmacy Manager

Outpatient Pharmacy Manager Menu

The Outpatient Pharmacy Manager menu [PSO MANAGER] should be assigned to supervisors, package coordinators, and members of the Automated Data Processing (ADP)/Information Resources Management (IRM) staff.

The Outpatient Pharmacy package provides a method for managing the medications given to veterans who have visited a clinic or who have received prescriptions upon discharge from the hospital. Prescription labels are automatically generated and refill request forms are printed. Medication histories are kept online to permit checks for potential interactions. Profiles can be generated to assist the clinician in managing the patient's medication regimen. Management reports aid the pharmacy in controlling inventory and costs.

A number of site parameters allow the individual Department of Veterans Affairs Medical Center (VAMC) to customize the package to meet local needs.

The following menu contains the options for the outpatient pharmacy manager.

- Archiving*
- Autocancel Rx's on Admission*
- Bingo Board...*
- Clozapine Pharmacy Manager...*
- Copay Menu*
- DUE Supervisor...*
- Enter/Edit Clinic Sort Groups*
- External Interface Menu...*
- Label/Profile Monitor Reprint*
- Maintenance (Outpatient Pharmacy)...*
- Medication Profile*
- Output Reports...*
- Pharmacy Intervention Menu...*
- Process Drug/Drug Interactions*
- Release Medication*
- Return Medication to Stock*
- Rx (Prescriptions)...*
- Supervisor Functions...*
- Suspense Functions...*
- Update Patient Record*
- Verification...*

Using the Archive Menu Option

Archiving [PSO ARCHIVE]

You use the *Archiving* menu to build a data warehouse and manage resources by saving prescription data to external storage devices like tape, disk, or CD-ROM and then purging old prescriptions, typically those that have expired more than a year ago.

There are eight options on the *Archiving* menu.

 This menu is locked with the PSOA PURGE key. The PSOA PURGE key should be assigned to all persons responsible for performing these functions.

- Find*
- Save to Tape*
- Tape Retrieval*
- Archive to File*
- File Retrieval*
- Purge*
- List One Patient's Archived Rx's*
- Print Archived Prescriptions*

Find [PSO ARCHIVE FIND]

This option identifies prescriptions which have expired or have been canceled before the selected date. The default date given to the user is 360 days ago. As the *Find* option runs, it prints a dot on the screen for each prescription identified.

Save to Tape [PSO ARCHIVE TAPE SAVE]

The *Save to Tape* option records all information about the archived prescriptions gathered by the *Find* option to magnetic tape. The tape must be opened for variable length records. The first part of the tape holds an index which lists alphabetically all patients for whom prescriptions are recorded on the tape and, for each patient, a list of his or her prescriptions.

Tape Retrieval [PSO ARCHIVE TAPE RETRIEVE]

This option reads information from the tape and prints a summary of all prescriptions for the selected patient. This printed copy should be directed to a printer with 132 column width. Since the retrieval option reads the index first to find the patient, the tape must be rewound before each retrieval. It should be emphasized that this retrieval simply prints the information about the prescriptions. It does not restore this information to the on-line data base.

Archive to File [PSO ARCHIVE FILE SAVE]

The *Archive to File* option records all information about the archived prescriptions gathered by the Find option to a Host File Server (HFS) file. The first part of the file holds an index which lists alphabetically all patients for whom prescriptions are recorded and, for each patient, a list of his or her prescriptions. With the proper file name convention (e.g., ARC0797.TMP, ARC0897.TMP, etc.), these files can be grouped and stored on any medium on the operating system for long term storage. Subsequently, the file can be deleted from the system, in effect producing a manageable data warehouse and freeing up system resources.



You may choose any file name for the archiving file. It is suggested though that you choose a naming convention to group the files for easier retrieval

Example: Archive to File

Select Outpatient Pharmacy Manager Option: ARCHiving

Select Archiving Option: ARCHIve to File

13 Rx'S will be archived. Ok to continue Y/N? NO// <RET> YES

Do you want a hardcopy of your archived prescriptions? NO// <RET>

Host File Server Device: *[Select Host File Server Device]*

HOST FILE NAME: *[Enter your unique name for the file.]*

Recording information.....

Select Archiving Option: <RET>

File Retrieval [PSO ARCHIVE FILE RETRIEVE]

This option reads information from the HFS file and prints a summary of all prescriptions for the selected patient. This printed copy should be directed to a printer with 132 column width. It should be emphasized that the file must be copied from the long-term storage medium back onto the system and that this retrieval simply prints the information about the prescriptions. It does not restore this information to the on-line database.

Outpatient Pharmacy Manager Menu

Example: File Retrieval

Select Archiving Option: **FILE** Retrieval

Host File Server Device: *[Select Host File Server Device]*

HOST FILE NAME: *[Enter your unique name for the file.]*

Output Device: *[Select Print Device]*

Do you want to print the file index? **YES**

&^NEW

ASPELIN,CAROL%010405376^4541C,5107A,
BROWN,SHANIQUE D.%721010168^5269A,
DORN,EDWARD JR.%215664701^4713,
DRYSDALE,MILBORNE%456456678^628,629,630,631,981B,
GAYLE,YOLANDA R.%123092345^4778,
MONTEY,BLUES%112334445^916A,
WASHINGTON,GEORGE%109287376^4631,
ZOD,DANIEL W%321321321^450,
!

Enter Patient Name : **DRYS**

1	DRYSDALE,MILBORNE	01-01-09	456456678	NO	NSC VETERAN
2	DRYSDALE,MILBURN	12-12-34	232323123	YES	NON-VETERAN

(OTHER)
CHOOSE 1-2: 1 DRYSDALE,MILBORNE 01-01-09 456456678 NO NSC
VETERAN

THE FOLLOWING SCRIPTS WERE ARCHIVED FOR :

DRYSDALE,MILBORNE (456456678) - 628,629,630,631,981B,

DRYSDALE,MILBORNE	ID#: 456456678	ELIG:
456 STREET	DOB: 01-01-1909	PHONE: 3456789
BEVERLY HILLS		
CALIFORNIA 23423		
CANNOT USE SAFETY CAPS.		
THIS PATIENT DIED BUT WAS BROUGHT BACK TO LIFE SO WE COULD RUN TESTS.		
DISABILITIES:		

REACTIONS: UNKNOWN

RX RETRIEVAL FOR DRYSDALE,MILBORNE 07/17/97 PAGE 1

Rx: 628 DRUG: ACETAMINOPHEN W/CODEINE 15MG TAB TRADE NAME: QTY: 90 30 DAY SUPPLY
SIG: T1 TAB 23D PRN
LATEST: JUN 8,1995 # OF REFILLS: 5 REMAINING: 5 PROVIDER: FINE,GEORGE
ISSUED: JUN 8,1995 CLINIC: DR. HOWARD DIVISION: GENERAL HOSPITAL
LOGGED: JUN 8,1995 ROUTING: Window CLERK CODE: CLERK,DEBRA
EXPIRES: CAP: NON-SAFETY STATUS: Active
FILED: JUN 8,1995 PHARMACIST: VERIFYING PHARMACIST: LOT #:
NEXT: JUN 28,1995 COPAY TYPE: PSO NSC RX COPAY NEWCOPAY TRANSACTION #:
REMARKS: New Order Created due to the editing of Rx # 479

RX RETRIEVAL FOR DRYSDALE,MILBORNE 07/17/97 PAGE 2

Rx: 629 DRUG: ACETAMINOPHEN W/CODEINE 15MG TAB TRADE NAME: QTY: 90 30 DAY
SUPPLY
SIG: T1 TAB 23D PRN
LATEST: JUN 8,1995 # OF REFILLS: 5 REMAINING: 5 PROVIDER: FINE,GEORGE
ISSUED: JUN 8,1995 CLINIC: DR. HOWARD DIVISION: GENERAL HOSPITAL
LOGGED: JUN 8,1995 ROUTING: Window CLERK CODE: CLERK,DEBRA

Outpatient Pharmacy Manager Menu

EXPIRES: CAP: NON-SAFETY STATUS: Active
FILED: JUN 8,1995 PHARMACIST: VERIFYING PHARMACIST: LOT #:
NEXT: JUN 28,1995 COPAY TYPE: PSO NSC RX COPAY NEWCOPAY TRANSACTION #:
REMARKS: New Order Created due to the editing of Rx # 479

LABEL #	LOG DATE	REFERENCE	PRINTED BY	COMMENT
1	JUN 8,1995	ORIGINAL	CLERK,DEBRA	From RX number 629

[This report has been abbreviated to save space.]

Purge

[PSO ARCHIVE PURGE]

This option deletes all archived prescriptions from the PRESCRIPTION file (#52). On platforms other than the PC's, the journaling of the prescription global should be disabled before you run this option and then enabled again after the purge is completed.

List One Patient's Archived Rx's

[PSO ARCHIVE LIST RX'S]

This option displays the basic patient statistics and the prescription numbers and dates of archiving for all archived prescriptions for this patient.

Print Archived Prescriptions

[PSOARINDEX]

You can print a list of archived prescriptions from the PHARMACY ARCHIVE file (#52.8) with this option.

Autocanceling

Autocancel Rx's on Admission [PSO AUTOCANCEL1]

Using the *Autocancel Rx's on Admission* option you can task a job every night to cancel the outpatient prescriptions of patients who were admitted 3 days ago. Enter the time you want to queue the job to run. Using this same option you can also edit the time set for the job to run. The job should be set to run at a time between 5:30 p.m. and 11:30 p.m. (or as convenient for the site).

Using the Bingo Board Menu

Bingo Board **[PSO BINGO BOARD]**

The *Bingo Board* menu is used by pharmacy management to control the bingo board functions. The bingo board notifies a patient that the prescription has been filled. This is accomplished by displaying the patient's name or a number on monitors located in the pharmacy and non-pharmacy (i.e., cafeteria) waiting areas.

Upon entering Outpatient Pharmacy you are prompted to enter the division and label printer. You are also prompted to enter a display group, provided more than one group has been defined. If only one group is defined, it is automatically selected and you will not be prompted for it. If no display group is defined, it is assumed that the site is not set up to run bingo board.

BM Bingo Board Manager

BU Bingo Board User

Bingo Board Manager (BM)
[PSO BINGO MANAGER]

Through the *Bingo Board Manager* menu you can access the necessary options to set up the bingo board. Before data entry can begin, you must define the division when entering the software package. Divisions are manager defined, but should be consistent with local policies in order to keep the statistical data relevant. At least one division must be defined.

After you have defined the division, define the display parameters through the *Enter/Edit Display* option. The display group is a uniquely defined location where the patient data will be displayed. As with the division parameter, at least one display group must be defined.

Names now display differently on the bingo board. Names and ticket numbers can be displayed alphabetically in one column, and new names to the board will appear in reverse video for a user-defined amount of time. The user enters the time when creating a display group and it is stored in the GROUP DISPLAY file (#59.3).



See your IRM to have a dedicated device set up to be used for the bingo Only devices with the sub-type C-VT will be allowed to be entered at the "DISPLAY DEVICE" prompt.

Enter/Edit Display
Auto-Start Enter/Edit
Print Bingo Board Statistics
Print Bingo Board Wait Time
Purge Bingo Board Data
Start Bingo Board Display
Stop Bingo Board Display

Enter/Edit Display **[PSO BINGO ENTER/EDIT DISPLAY]**

You can uniquely define locations where the patient data will be displayed with this option. You enter a new display group name or the name of an existing group to edit or delete.

If the name is chosen at the "NAME/TICKET" prompt, the "TICKET #" prompt will not appear when you enter a new patient in the *Enter New Patient* option.

The display cannot be changed from name to ticket when patients are already in the Group Display. All patients must be purged using the *Purge Bingo Board Data* option for that Group Display. After the data is purged, you must edit the NAME/TICKET field using this option. Then you can re-enter the patient and assign ticket numbers.



Your IRM must set up a dedicated device to be used for the bingo board. Only devices with the sub-type C-VT will be allowed to be entered at the "DISPLAY DEVICE" prompt.

Example: Enter/Edit Display

Select Bingo Board Manager Option: Enter/Edit Display

Select GROUP DISPLAY NAME: MAIN

Are you adding 'MAIN' as a new GROUP DISPLAY (the 3RD)? Y (Yes)

NAME: MAIN// <RET> [The name of the Display Group.]

NAME/TICKET: NAME NAME [Select either Name or Ticket # to display.]

MESSAGE:

1>WEST CLINIC VAMC

2>[This is a free text field. The message will appear on

3>the screen for the users to view.]

EDIT Option: <RET>

TWO COLUMN DISPLAY: Y YES [Display names/ticket #'s in one or two column.]

DISPLAY WAIT TIME: Y YES [Average display waiting time.]

NORMAL WAIT TIME: 10 [Normal wait time (in minutes) is entered by the site.]

DISPLAY SETUP HELP TEXT: Y YES

In order to automatically start and stop the bingo board monitor, a dedicated device must be setup by your IRM Service

Once a dedicated device is setup, the bingo board can be scheduled to automatically start and/or stop at user-defined times.

Enter 'NO' at the DISPLAY SETUP HELP TEXT prompt to not display this help text.

DISPLAY DEVICE: ? [Device dedicated by IRM for bingo board setup.]

Only devices with Sub-type starting with "C-VT" are allowed.

Answer with DEVICE NAME, or LOCAL SYNONYM, or \$I, or VOLUME SET(CPU), or SIGN-ON/SYSTEM DEVICE, or FORM CURRENTLY MOUNTED

DISPLAY DEVICE: *[Select print device.]*

AUTO-START DISPLAY DEVICE: Y YES *[Sets the display group to automatically start.]*

Do you want to initialize auto-start now? NO// Y YES

Enter Start Time: ?

Enter time as HH:MM in 12 hour format (For example, '8:00' or '8:00AM').

Enter Start Time: 9:30am *[Start time for the display group.]*

Enter Stop Time: 4:00pm *[Stop time for the display group.]*



At the “QUEUED TO RUN AT WHAT TIME” prompt you must enter a time that is at least 2 minutes in the future. The software will convert it to today’s date with the time you have entered. For example, if the time is 8:00am and you want to queue it for later today, you can enter 9:30am. It will default to today’s date. If you want to enter a time for it to queue tomorrow, you must enter T+1@00:00am/pm. For example, if the time is 3:00pm and you want to queue it for 8:30am, you must enter T+1(or tomorrow’s date)@8:30am.



If your outpatient pharmacy only runs Monday-Friday, at the “RESCHEDULING FREQUENCY” prompt enter D@00:00am/pm (with D representing “Days of the Week”). For example, if you want to queue it for 7:45am Monday through Friday, you must enter D@7:45am.

Auto-Start Enter/Edit [PSO BINGO INITIALIZE]

This option is used to change the start and stop times of the display groups that have been set up to automatically start and/or stop each day. The scheduling time and frequency can also be changed using this option.

Example: Auto-Start Enter/Edit

Select Bingo Board Manager Option: Auto-Start Enter/Edit

You want to edit Display Group(s) Start/Stop times? NO// Y YES

Select GROUP DISPLAY NAME: MAIN

Enter Start Time: 3:00AM// <RET>

Enter Stop Time: 4:00PM// <RET>

Select GROUP DISPLAY NAME: <RET>

[See Enter/Edit Display option on the previous page for an example of the auto-start screen.]

Print Bingo Board Statistics [PSO BINGO REPORT PRINT]

With this option you can generate a report covering a date range which can be sorted by single division or all divisions. Date ranges in the future are not allowed. The start date must be a date that precedes the end date.

The Bingo Board Report includes totals on number of patients, waiting time, and average waiting time.

Print Bingo Board Wait Time [PSO BINGO REPORT WAIT TIME]

This option allows you to print a report that sorts the entries in the PATIENT NOTIFICATION (RX READY) file (#52.11) by Display Group, then Wait Time. You can use this report to keep track of the bingo board activity for a given day. If you want to keep a permanent record of this activity, this report can be printed each day, preferably at the end of the day. The following are definitions of the items found on this report.

Name	The name of the patient. For a patient with multiple entries, his/her name is printed only once.
Time In	The time that the patient's name was entered in the computer.
Time Out	The time that the patient's name was entered on the bingo board monitor.
Rx#	The prescription number.
Wait Time	The amount of time it took to fill the prescription. It is the difference between Time In and Time Out. For orders with more than one Rx, the wait time is the same for each.

Display	The Display Group that the entries were entered under. Multiple site hospitals may have multiple display groups set up to coincide with each site.
Total	A summation of all the Wait Times in File 52.11. It includes the wait time of the patients with multiple entries. For example, if it took 3 minutes to fill 3 Rx's for Goodman, Steve, the Total function sums up the Wait Time as though it took 9 minutes.
Count	The number of Wait Time entries. It counts the number of wait time entries for each Rx, not each patient.
Mean	The average or middle value of the Wait Time range of values.
Minimum	The least Wait Time value in the range.
Maximum	The greatest Wait Time value in the range.
Dev. (Deviation)	A relative number which signifies the overall departure from the average.



If you fail to print this report each day, you may lose data because many sites purge File #52.11 each morning.

Example: Print Bingo Board Wait Time

Select Bingo Board Option: **BM** Bingo Board Manager

BINGO BOARD CONTROL PANEL

Select Bingo Board Manager Option: **PRINT**

1 Print Bingo Board Statistics

2 Print Bingo Board Wait Time

CHOOSE 1-2: **2** Print Bingo Board Wait Time

DEVICE: [Select Print Device]

.....report follows.....

BINGO BOARD WAIT TIME PRINTOUT				MAY 21,1997 15:34	PAGE 1
NAME	TIME IN	TIME OUT	Rx#	WAIT TIME	

DISPLAY: WAITING ROOM					
BELL, JAMES	1503	1504	2004342		1
	1503	1504	2004343		1
	1503	1504	2004345		1
	1509	1512	2004346		3
BROOKS, WANDA	1509	1512	2004350		3
	1509	1512	2004354		3
GOODMAN, STEVE	1509	1512	2002744		3
	1509	1512	2003376		3
	1509	1512	2003377		3
ERICKSON, BRUCE	1524	1527	2002403		3
	1524	1527	2003034		3
VIOLET, KEN	1524	1527	2002365		3
	1524	1527	2002573		3

TOTAL					33
COUNT					13
MEAN					3
MINIMUM					1
MAXIMUM					3
DEV.					1

Purge Bingo Board Data [PSO BINGO PURGE]

With this option you can delete all entries from the PATIENT NOTIFICATION (RX READY) (#52.11) file.



It is recommended that you purge each day. However, if data isn't purged, it will not affect the accuracy of the bingo board statistics.



If this option is used before the end of the workday, all data will be lost except the statistical data on those prescriptions already picked up.

Start Bingo Board Display [PSO BINGO START]

The *Start Bingo Board Display* option has been changed so that the bingo board can be started without tying up a terminal or requiring the user who starts it to have multiple sign-on capability. A site parameter has been added to indicate whether or not a dedicated device has been reserved. If so, the user is prompted to enter the device name. If a dedicated device is setup, the user is able to automatically start or stop the board via TaskMan. The user is also prompted for a Display Group which is saved as a site parameter. This option requires working with local Information Resources Management (IRM) to complete its setup.

Use this option to start the bingo board display. If there are no prescription entries yet, the message typed in the GROUP DISPLAY will cycle. When the entries begin, the message will be displayed and held for a period of time, then pages of numbers or names will be displayed until all the names have been shown. Then the cycle starts over.



The terminal that executes the option may or may not be the display terminal.

Stop Bingo Board Display [PSO BINGO STOP]

You use this option to stop the bingo board display. The bingo board can be stopped and started as often as desired. It must be stopped if any changes are made to the display group currently being used. You can access this option from any terminal.



When you stop the display and answer yes to the purge prompt, a second prompt appears and allows you to select all of the display groups or a specific display group for purging.

Bingo Board User BU
[PSO BINGO USER]

This menu enables you to use the bingo board display. The options on this menu allow you to display, enter, or remove a patient's name or a number from the bingo board display located in the pharmacy area.

When the routing for an order is set to window, the entering of prescription orders stores information in the bingo board PATIENT NOTIFICATION (RX READY) file (#52.11). For new, renew, pull early from suspense, refill orders, barcode refill/renew, and finish process for orders entered via Computerized Patient Record System (CPRS), the date and time is captured when the order is stored in this file. The same occurs for partials, except the time is captured when you enter a prescription number.

Releasing the prescription places the name or ticket number of the patient on the bingo board monitor if a display group exists and stores data in the WAITING TIME file (#59.2). The options on this menu are used to manually enter, display, or remove a patient's name or number from the monitor.

Enter New Patient
[PSO BINGO NEW PATIENT]

Use this option to manually enter the name of a new patient on the bingo board. You must also enter each Rx # for the patient's order.

A "Ticket #" prompt appears if ticket number was chosen as the method of display in the *Enter/Edit Display* option on the *Bingo Board Manager* menu. You will enter the ticket number and at the next prompt you will enter each of the Rx numbers for that patient.

Display Patient's Name on Monitor
[PSO BINGO DISPLAY PATIENT]

You use this option to begin displaying the name or number of a patient whose prescription is ready. The message, "PRESCRIPTIONS ARE READY FOR:" has been added as fixed text to the display screen.

Remove Patient's Name from Monitor
[PSO BINGO DELETE PATIENT]

After the patient picks up the prescription, you can remove the name or ticket number from the display either manually or through the barcode reader.



It is recommended that you remove a patient's name from the monitor as soon as the prescription is picked up.

Status of Patient's Order [PSO BINGO STATUS]

This option enables you to check the number of prescriptions a patient has ready, the division, time in/time out, and the prescription number(s). There are four possible statuses:

- 1) Pending - Active order input via CPRS that is in the PENDING OUTPATIENT ORDERS file (#52.41).
- 2) Being Processed - Order that is in the PATIENT NOTIFICATION file (#52.11), but not displayed.
- 3) Ready For Pickup - Order that is in the PATIENT NOTIFICATION (RX READY) file (#52.11) and is being displayed.
- 4) Picked Up - Order that has been picked up.

Example: Status of Patient's Order

Select Bingo Board User Option: Status of Patient's Order

Enter Patient Name: ZOOM,BiLLY 02-23-53 231447629 NO NSC VETERAN

ZOOM,BILLY has the following orders for 10/31/96

Being Processed: ***Entered on OCT 31, 1996***
Division: GENERAL HOSPITAL Time In: 10:27 Time Out:
Rx #: 500416,

Pending:
Orderable Item: ACETAMINOPHEN Provider: FINE,LARRY
Entered By: CLERK,DEBRA Time In: 10/31/96@06:46
Drug: ACETAMINOPHEN 325MG TAB UD Routing: MAIL

Ready For Pickup:
Division: GENERAL HOSPITAL Time In: 10:36 Time Out: 10:46
Rx #: 1022731,

Enter Patient Name: <RET>

Controlling the Dispensing of Clozapine

Clozapine Pharmacy Manager [PSOL MANAGER]

You use this menu to control the dispensing of Clozapine. This dispensing information is required by Sandoz (the manufacturer) for Clozapine patients.

This option requires a security key, PSOLCKCLOZ. All members of the Clozapine treatment team must be entered as users on your system and must be given this key. All pharmacists who have the ability to override the lockouts in this option must also hold the key. These pharmacists should be identified by the pharmacy service representative of the Clozapine treatment team.



The following steps must be taken before a prescription for Clozapine can be entered. If this information is missing, Clozapine prescriptions cannot be entered.

Before using the Clozapine options, pharmacy users must enter the site Drug Enforcement Agency (DEA) number and the site name (as listed in the OUTPATIENT SITE file (#59)) for each outpatient site which will dispense Clozapine. The data is entered through the *Enter Facility Data for Clozapine* option which is part of the Mental Health V. 5.01 (Patch YS*5.01*22) software product. At this time, not all dependent outpatient clinics are listed in this file. If you have a dependent outpatient clinic dispensing Clozapine, use the name of the primary site.

Any physician writing a prescription for Clozapine must have a DEA number entered in the PROVIDER file (#6). You can enter this number through the *Add New Providers* option on the Supervisor's menu. This must be done before the prescription is entered. The DEA number cannot be entered during the new prescription entry process.

Prescriptions for Clozapine are for a maximum 7 day supply and allow no refills. For a Clozapine prescription, you are asked to enter the total daily dose. If the prescription is for pills to be taken at intervals, enter the pill strength times the number of pills per day. If the prescription is for a dose pack, enter the daily dose specified by the dose pack. This entry should be between 12.5 and 900, in increments of 12.5 mg/day. If it is not, you will be asked to confirm the dosage.

Display Lab Tests and Results [PSOLAB LIST]

With this you can display and monitor lab test results for patients receiving Clozapine. This option should be assigned to all appropriate pharmacists. Monitoring lab test results is required by the Circular 10-90-059 regarding patient management protocol for the use of Clozapine and should be run as specified in the circular. Date ranges for prescription fills should be 7 days and ranges for lab tests should be at least 30 days.

Edit Data for a Patient in the Clozapine Program [PSOL EDIT]

You edit data for a patient who has already been enrolled in the Clozapine treatment program. It is typically used to re-register a patient whose treatment has been discontinued and who has rejoined the program.

There are two statuses, Pre-Treatment and Active, that can be selected. The two statuses, Hold and Discontinued are set by the background job and must be re-registered.

The Pre-Treatment status is for a patient registered but never receiving a prescription. If after four weeks the patient does not receive a prescription, the patient status is changed to Discontinued by the background job and must be re-registered.

The Active status is for a patient that has had a prescription within the last 7 days, the patient status is changed to Hold by the background job.



Sex, race, and ZIP Code should be registered for each patient through Medical Administration Service (MAS).

List of Override Prescriptions [PSOLIST OVERRIDES]

As described in Circular 10-90-059, you can generate a list of Clozapine prescriptions entered by overriding the lockout. This option should be assigned to appropriate pharmacists and should be run weekly.

Register Clozapine Patient [PSOL REGISTER PATIENT]

Through this option you enter data required by Sandoz (the manufacturer) for Clozapine patients into the PHARMACY PATIENT file (#55).

Patients registered in this program must have a ZIP Code, date of birth, race, and sex entered in the PATIENT file (#2). The registration procedure does not prompt you to enter this information, but if any of these elements are missing, you will receive a warning asking you to have the missing data entered. If this information is not entered before the data is transmitted to the national data base, you will receive another warning. If this happens, you should arrange to have the data entered.



Sex, race, and ZIP Code should be registered for each patient through Medical Administration Service (MAS).

Handling Copay Charges

Copay Menu [PSOCP MENU]

If you have access to this menu option, you can exempt a prescription status from copayment, remove a copay charge, or reset a copay status using this menu.

CHAMPUS Billing Exemption
Exempt Rx Patient Status from Copayment
Remove Copay Charge
Reset Copay Status

CHAMPUS Billing Exemption [PSOCP CHAMPUS EXEMPTION]

This option allows the editing of the Exempt prescription status from the CHAMPUS BILLING field of the RX PATIENT STATUS file (#53).

Select Copay Menu Option: CHAMPUS Billing Exemption

Select RX PATIENT STATUS NAME: ?

Answer with RX PATIENT STATUS NUMBER, or NAME, or ABBR

Do you want the entire 16-Entry RX PATIENT STATUS List? Y (Yes)

Choose from:

1	SC
2	HB/A&A/WW1
3	SC LESS THAN 50%
4	PENSION NSC
5	OPT NSC
6	OTHER FEDERAL
7	AUTH ABS -96
8	AUTH ABS +96
9	INPATIENT
10	EMPLOYEE
11	REG DISCH
12	NBC
13	PBC
14	CNH
15	AMB CARE
16	OTHER

Select RX PATIENT STATUS NAME: 3 SC LESS THAN 50%

EXEMPT FROM CHAMPUS BILLING: ?

This field can be used to exempt an Rx Patient status from Champus billing.

Choose from:

0	NO
1	YES

EXEMPT FROM CHAMPUS BILLING: 1 YES

Select Copay Menu Option: <RET>

Exempt Rx Patient Status from Copayment [PSOCP EXEMPTION]

Select an Rx patient status and designate the status Exempt from Copayment. If the field, EXEMPT FROM COPAYMENT in the RX PATIENT STATUS file (#53) is set to yes, there will be no copayment regardless of any other factors.

Remove Copay Charge [PSOCP TRANSACTION]

If a prescription has a copayment charge, you use this option to issue a cancellation of the charge, but only the charge for the last fill of the prescription.

When accessing this option, you will need to know the number of the prescription with the copayment charge. You may enter a series of prescriptions by separating each prescription with a comma (.). If you enter an invalid transaction, the computer will notify you of the invalid transaction. You must enter a reason for the cancellation. To receive a list of reasons, enter two question marks (??) at the reason prompt. After entering the reason, the copay transaction will be canceled.

Reset Copay Status [PSOCP RESET COPAY STATUS]

You can reverse the copayment status of a selected prescription. There are three possibilities when resetting a copayment status.

1. If a copayment prescription has not yet created a charge (e.g., the label has not printed), using this option will reset the copayment flag to non-copayment.
2. If a copayment prescription has been charged, using this option will cancel all charges and reset the status to non-copayment.
3. If the prescription should be a copayment, using this option will reset the status to copayment. There will be no back charges, but future prescriptions will require a copayment.

When accessing this option, you will need to know the prescription number of the prescription you wish to reset. You must also enter a reason for resetting the status. To receive a list of reasons, enter two question marks (??) at the reason prompt.

Evaluating Drug Usage

DUE Supervisor [PSOD SUPERVISOR]

This menu provides you with options to create a questionnaire based on the criteria of a Drug Usage Evaluation. Then you can print an answer sheet for the provider's use in answering the questionnaire. The answer sheet can be printed and distributed to the clinic so that the provider may complete it when ordering a medication being evaluated. An answer sheet can also be generated (optional) when a patient's Action Profile prints, if the profile contains a medication being evaluated. The provider's responses can be entered into the DUE ANSWER SHEET file (#50.0731).

- 1 Enter a New Answer sheet*
- 2 Edit an Existing Answer Sheet*
- 3 Create/Edit a Questionnaire*
- 4 Batch Print Questionnaires*
- 5 DUE Report.*

Enter a New Answer Sheet [PSOD CREATE ANSWER SHEET]

In this option you enter answers to a DUE Questionnaire. This creates an answer sheet entry in the DUE ANSWER SHEET file (#50.0731). These answer sheets can be kept online for statistical and/or compliance studies. Answer sheets are stored in the file using a sequence number. This number is automatically generated by the computer and should be written on the hard copy of the answer sheet immediately so that it can be used later in editing or deleting the entry.

Edit an Existing Answer Sheet [PSOD EDIT ANSWER SHEET]

Edit a DUE Answer Sheet entry using this option. Ordinarily, you would have the sequence number available when editing the Answer Sheet; however, you can search the file if the provider, drug, or questionnaire is known by typing ^S at the "SEQUENCE NUMBER" prompt. The search displays all of the entries containing the combination of provider, drug, or questionnaire used in the search.

Create/Edit a Questionnaire **[[PSO DUE BUILD QUESTIONNAIRE]**

To create a questionnaire, you must first select one or more drugs being evaluated. After selecting the drugs you create a set of questions to be used on the questionnaire. You do not have to add these questions to the DUE QUESTION file (#50.0732) since they are being added through this option. You must mark the questionnaire as Active and Active for Profiles for the Answer Sheet to automatically print with the Action Profiles. A summary can be printed for the questionnaire using the *DUE Report* option. For this reason, in creating a questionnaire you should strive to make each question a yes, no, unknown type question. Questions having a free text or numeric type answer are ignored in the summary.



The “PRINT DUE QUESTIONNAIRE site parameter needs to be set to yes for the questionnaire to print with the Action Profile.

Batch Print Questionnaires **[PSOD BATCH PRINT QUESTIONNAIRE]**

To print a blank for of a selected questionnaire enter the number of copies and a printer device. These questionnaire answer sheets can be distributed to providers to complete when ordering medications being evaluated.

DUE Report **[PSOD DUE SORT AND PRINT]**

This report displays entries from the DUE ANSWER SHEET file (#50.0731). You can get a summary of this report, showing the number of answer sheets, number of questionnaires, and a breakdown of all yes/no/unknown type questions. This breakdown shows each question number and the number of times it was answered yes/no/unknown, or unanswered. For this reason, a creator of a questionnaire should strive to make each question a yes/no/unknown type question. Questions having a free text or numeric type answer are ignored in the summary.

Enter/Edit Clinic Sort Groups **[PSO SETUP CLINIC GROUPS]**

This option enables you to identify a group of clinics that will print together for the action/informational profiles.

External Interface Menu [PSO EXTERNAL INTERFACE]



This menu is locked with the PSOINTERFACE lock. The PSOINTERFACE key should be assigned to all persons responsible for performing these functions.

This menu contains options for using an external interface device.

Purge External Batches
Reprint External Batches
View External Batches

Purge External Batches [PSO INTERFACE PURGE]

This option purges entries from the PHARMACY EXTERNAL INTERFACE file (#52.21).

Example: Purge External Batches

Select External Interface Menu Option: Purge External Batches
Enter cutoff date for purge of External Interface file: T-7 (FEB 28, 1997)
Purge entries that were not successfully processed? NO// <RET>
Purge queued to run in background.
Select External Interface Menu Option: <RET>

Reprint External Batches

This option enable the reprinting of labels for batches of prescriptions that have been sent to the external interface.

Example: Reprint External Batches

Select External Interface Menu Option: Reprint External Batches
Enter a date/time range to see all batches sent to the External Interface.
Start date/time: T-7 (FEB 28, 1997)
End date/time: T (MAR 07, 1997)
Gathering batches, please wait...

BATCH	QUEUED TO PRINT ON:	PATIENT:	BROWNS PLACE
1	FEB 28,1997@08:06:14	GRAY,JENNIFER	
2	FEB 28,1997@08:10:56	GRAY,JENNIFER	

3	FEB 28,1997@08:19:20	FRANKS,GERALDINE
4	FEB 28,1997@08:38:17	SATTERWHIT,JOE
5	FEB 28,1997@08:50:32	DAVIS,IRWIN
6	FEB 28,1997@09:15:35	DAVIS,IRWIN
7	FEB 28,1997@09:33:48	BRAVO,DINO
8	FEB 28,1997@09:39:31	BRECKINRIDGE,JOHN C
9	FEB 28,1997@10:36:51	ASPELIN,CAROL
10	FEB 28,1997@11:12:07	DRUCKER,SAM
11	FEB 28,1997@12:23:22	DRUCKER,SAM
12	FEB 28,1997@12:30:16	DRUCKER,SAM
13	FEB 28,1997@12:43:32	DRUCKER,SAM
14	FEB 28,1997@13:37:24	KREIS,JANE
15	FEB 28,1997@13:46:07	HOOLIHAN,ROBERT

Select Batch(s) to reprint: (1-15): 5,6

Batches selected for Reprint are:

Batch 5 Queued for FEB 28,1997@08:50:32 by CONNER,LAWRENCE

Batch 6 Queued for FEB 28,1997@09:15:35 by CONNER,LAWRENCE

Before Reprinting, would you like a list of these prescriptions? N// <RET> 0

Are you sure you want to Reprint labels? Y// <RET> ES..

Select LABEL DEVICE: *[Select Print Device]*

LABEL(S) QUEUED TO PRINT!

Select External Interface Menu Option: <RET>

View External Batches

With this option you can view batches of prescriptions that have printed from the external interface.

Example: View External Batches

Select External Interface Menu Option: View External Batches

Enter a date/time range to see all batches sent to the External Interface.

Start date/time: T-7 (FEB 28, 1997)

End date/time: T (MAR 07, 1997)

Gathering batches, please wait...

BATCH	QUEUED TO PRINT ON:	PATIENT:	BROWNS PLACE
1	FEB 28,1997@08:06:14	GRAY,JENNIFER	
2	FEB 28,1997@08:10:56	GRAY,JENNIFER	
3	FEB 28,1997@08:19:20	FRANKS,GERALDINE	
4	FEB 28,1997@08:38:17	SATTERWHIT,JOE	
5	FEB 28,1997@08:50:32	DAVIS,IRWIN	
6	FEB 28,1997@09:15:35	DAVIS,IRWIN	
7	FEB 28,1997@09:33:48	BRAVO,DINO	

Outpatient Pharmacy Manager Menu

8	FEB 28,1997@09:39:31	BRECKINRIDGE,JOHN C
9	FEB 28,1997@10:36:51	ASPELIN,CAROL
10	FEB 28,1997@11:12:07	DRUCKER,SAM
11	FEB 28,1997@12:23:22	DRUCKER,SAM
12	FEB 28,1997@12:30:16	DRUCKER,SAM
13	FEB 28,1997@12:43:32	DRUCKER,SAM
14	FEB 28,1997@13:37:24	KREIS,JANE

Select Batch(s) to view: (1-15): 5,6

Batches selected for Viewing are:

Batch 5 Queued for FEB 28,1997@08:50:32 by CONNER,LAWRENCE

Batch 6 Queued for FEB 28,1997@09:15:35 by CONNER,LAWRENCE

Print list to the screen or to a printer: (S/P): Screen// <RET>

Enter RETURN to continue or '^' to exit: <RET>

RX #	NAME -> DAVIS,IRWIN	BATCH 5
2820	NADOLOL 40MG TAB	ACTIVE

Enter RETURN to continue or '^' to exit: <RET>

RX #	NAME -> DAVIS,IRWIN	BATCH 6
2821	MICONAZOLE NITRATE 2% LOT 60ML	ACTIVE
END OF LIST		

Enter a date/time range to see all batches sent to the External Interface.

Start date/time: <RET>

Select External Interface Menu Option: <RET>

Label/Profile Monitor Reprint [PSO B]

When a printer malfunction occurs, you can reprint up to 1000 (or more depending on the Label Profile Monitor Max site parameter) damaged labels or profiles. Enter the failed output device name and the last usable label or profile.

Implementing and Maintaining Outpatient Pharmacy

Maintenance (Outpatient Pharmacy) [PSO MAINTENANCE]

The *Maintenance (Outpatient Pharmacy)* menu contains the options that are used for implementing and maintaining the Outpatient Pharmacy software.

Site Parameter Enter/Edit
Edit Provider
Add New Providers
Queue Background Jobs
Autocancel Rx's on Admission
Bingo Board Manager ...
Edit Data for a Patient in the Clozapine Program
Enter/Edit Clinic Sort Groups
Initialize Rx Cost Statistics
Edit Pharmacy Intervention
Delete Intervention
Auto-delete from Suspense
Delete a Prescription
Expire Prescriptions
Purge Drug Cost Data
Purge External Batches
Recompile AMIS Data

Site Parameter Enter/Edit [PSO SITE PARAMETERS]

You establish and edit parameters for the Outpatient Pharmacy software application with this option.

Edit Provider [PSO PROVIDER EDIT]

Edit existing provider entries with this option in the NEW PERSON file (#200).

Add New Providers [PSO PROVIDER ADD]

This option allows you to enter new providers. If at the "Enter NEW PERSON's name" prompt the name entered is repeated and you are returned to the menu, the provider name entered is already in the file. You must then use the *Edit Provider* option to change existing provider entries.

Queue Background Jobs [PSO AUTOQUEUE JOBS]

This option is used to queue all background jobs. Once you select the *Queue the Background Jobs* option, the option automatically pre-selects the jobs for you. You are unable to exit the option by entering "E" for exit. To exit a specific job and go on to the next one, you must enter an up arrow (^). The background jobs are as follows:

- Autocancel Rx's on Admission
- Initialize Rx Cost Stats
- Initialize Management Stats
- Compile AMIS Data (NIGHT JOB) with a default rescheduling frequency of every 24 hours.
- Expire Rx's
- Auto-delete from Suspense

You must enter a date and time at least two minutes in the future. The jobs should be set to run at a time convenient for the site.

You need to only respond to the following prompts. All others will be left blank.

QUEUED TO RUN AT WHAT TIME:	This is the date/time you want this option to be started by TaskMan.
-----------------------------	--

RESCHEDULING FREQUENCY:	If this field is blank then the job will run only once.
-------------------------	---

Example: View of Queue Background Jobs Screen

Select Maintenance (Outpatient Pharmacy) Option: Queue Background Jobs



If time to run option is current do not edit.

```

                                Edit Option Schedule
Option Name: PSO AUTOCANCEL
Menu Text: Autocancel on Admission                                TASK ID: 198352
-----
QUEUED TO RUN AT WHAT TIME: SEP 5,1996@09:00
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET:
RESCHEDULING FREQUENCY: 24H
TASK PARAMETERS:
SPECIAL QUEUEING:
-----
COMMAND:                                     Press <PF1>H for help  Insert
  
```

Autocancel Rx's on Admission [PSO AUTOCANCEL1]

Using the *Autocancel Rx's on Admission* option you can task a job every night to cancel the outpatient prescriptions of patients who were admitted 3 days ago. Enter the time you want to queue the job to run. Using this same option you can also edit the time set for the job to run. The job should be set to run at a time between 5:30 p.m. and 11:30 p.m. (or as convenient for the site).

Bingo Board Manager (BM) **[PSO BINGO MANAGER]**

Through the *Bingo Board Manager* menu you can access the necessary options to set up the bingo board. Before data entry can begin, you must define the division when entering the software package. Divisions are manager defined, but should be consistent with local policies in order to keep the statistical data relevant. At least one division must be defined.

After you have defined the division, define the display parameters through the *Enter/Edit Display* option. The display group is a uniquely defined location where the patient data will be displayed. As with the division parameter, at least one display group must be defined.

Enter/Edit Display
Auto-Start Enter/Edit
Print Bingo Board Statistics
Print Bingo Board Wait Time
Purge Bingo Board Data
Start Bingo Board Display
Stop Bingo Board Display

Enter/Edit Display **[PSO BINGO ENTER/EDIT DISPLAY]**

You can uniquely define locations where the patient data will be displayed with this option. You enter a new display group name or the name of an existing group to edit or delete.

If the name is chosen at the "NAME/TICKET" prompt, the "TICKET #" prompt will not appear when you enter a new patient in the *Enter a New Patient* option.

The display cannot be changed from name to ticket when patients are already in the Group Display. All patients must be purged using the Purge Bingo Board option for that Group Display. After the data is purged, you must edit the NAME/TICKET field using this option. Then you can re-enter the patient and assign ticket numbers.



Only devices with the sub-type C-VT will be allowed to be entered at the "DISPLAY DEVICE" prompt.

Example: Enter/Edit Display

Select Bingo Board Manager Option: Enter/Edit Display

Select GROUP DISPLAY NAME: MAIN

Are you adding 'MAIN' as a new GROUP DISPLAY (the 3RD)? Y (Yes)

NAME: MAIN// <RET> *[The name of the Display Group.]*

NAME/TICKET: NAME NAME *[Select either Name or Ticket # to display.]*

MESSAGE:

1>WEST CLINIC VAMC

2>*[This is a free text field. The message will appear on*

3>*the screen for the users to view.]*

EDIT Option: <RET>

TWO COLUMN DISPLAY: Y YES *[Display names/ticket #'s in one or two column.]*

DISPLAY WAIT TIME: Y YES *[Average display waiting time.]*

NORMAL WAIT TIME: 10 *[Normal wait time (in minutes) is entered by the site.]*

DISPLAY SETUP HELP TEXT: Y YES

In order to automatically start and stop the bingo board monitor, a dedicated device must be setup by your IRM Service.

Once a dedicated device is setup, the bingo board can be scheduled to automatically start and/or stop at user-defined times.

Enter 'NO' at the DISPLAY SETUP HELP TEXT prompt to not display this help text.

DISPLAY DEVICE: ? *[Device dedicated by IRM for bingo board setup.]*

Only devices with Sub-type starting with "C-VT" is allowed.

Answer with DEVICE NAME, or LOCAL SYNONYM, or \$I, or VOLUME SET(CPU), or

SIGN-ON/SYSTEM DEVICE, or FORM CURRENTLY MOUNTED

DISPLAY DEVICE: *[Select print device.]*

AUTO-START DISPLAY DEVICE: Y YES *[Sets the display group to automatically start.]*

Do you want to initialize auto-start now? NO// Y YES

Enter Start Time: ?

Enter time as HH:MM in 12 hour format (For example, '8:00' or '8:00AM').

Enter Start Time: 9:30am *[Start time for the display group.]*

Enter Stop Time: 4:00pm *[Stop time for the display group.]*

```

                                Edit Option Schedule
Option Name: PSO BINGO AUTOSTART
Menu Text: Start Bingo Board                                TASK ID: 208490

-----

QUEUED TO RUN AT WHAT TIME: NOV 5,1996@16:00

DEVICE FOR QUEUED JOB OUTPUT: [Select Print Device]

QUEUED TO RUN ON VOLUME SET:

RESCHEDULING FREQUENCY: 24H

TASK PARAMETERS:

SPECIAL QUEUEING:

-----

Exit      Save      Next Page      Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: exit                                Press <PF1>H for help      Insert
  
```



At the “QUEUED TO RUN AT WHAT TIME” prompt you must enter a time that is at least 2 minutes in the future. The software will convert it to today’s date with the time you have entered. For example, if the time is 8:00am and you want to queue it for later today, you can enter 9:30am. It will default to today’s date. If you want to enter a time for it to queue tomorrow, you must enter T+1@00:00am/pm. For example, if the time is 3:00pm and you want to queue it for 8:30am, you must enter T+1(or tomorrow’s date)@8:30am.

Auto-Start Enter/Edit [PSO BINGO INITIALIZE]

This option is used to change the start and stop times of the display groups that have been set up to automatically start and/or stop each day. The scheduling time and frequency can also be changed using this option.

Example: Auto-Start Enter/Edit

Select Bingo Board Manager Option: auto-Start Enter/Edit

You want to edit Display Group(s) Start/Stop times? NO// Y YES

Select GROUP DISPLAY NAME: MAIN

Enter Start Time: 3:00AM// <RET>

Enter Stop Time: 4:00PM// <RET>

Select GROUP DISPLAY NAME: <RET>

[See Enter/Edit Display option above for an example of the auto-start screen.]

Print Bingo Board Statistics

[PSO BINGO REPORT PRINT]

A report is generated covering a date range which can be sorted by single division or all divisions. Date ranges in the future are not allowed. The start date must be a date that precedes the end date.

The Bingo Board Report includes totals on number of patients, waiting time, and average waiting time.

Print Bingo Board Wait Time

[PSO BINGO REPORT WAIT TIME]

This option allows you to print a report that sorts the entries in the PATIENT NOTIFICATION (RX READY) file (#52.11) by Display Group, then Wait Time. You can use this report to keep track of the bingo board activity for a given day. If you want to keep a permanent record of this activity, this report can be printed each day, preferably at the end of the day. The following are definitions of the items found on this report.

Name	The name of the patient. For a patient with multiple entries, his/her name is printed only once.
Time In	The time that the patient's name was entered in the computer.
Time Out	The time that the patient's name was entered on the bingo board monitor.
Rx#	The prescription number.
Wait Time	The amount of time it took to fill the prescription. It is the difference between Time In and Time Out. For orders with more than one Rx, the wait time is the same for each.
Display	The Display Group that the entries were entered under. Multiple site hospitals may have multiple display groups set up to coincide with each site.
Total	A summation of all the Wait Times in File #52.11. It includes the wait time of the patients with multiple entries. For example, if it took 3 minutes to fill 3 Rx's for Goodman, Steve, the Total function sums up the Wait Time as though it took 9 minutes.
Count	The number of Wait Time entries. It counts the number of wait time entries for each Rx, not each patient.
Mean	The average or middle value of the Wait Time range of values.
Minimum	The least Wait Time value in the range.
Maximum	The greatest Wait Time value in the range.
Dev. (Deviation)	A relative number which signifies the overall departure from the average.



If you fail to print this report each day, you may lose data because many sites purge File #52.11 each morning.

Example: Print Bingo Board Wait Time

Select Bingo Board Option: **BM** Bingo Board Manager

BINGO BOARD CONTROL PANEL

Select Bingo Board Manager Option: **PRINT**

1 Print Bingo Board Statistics

2 Print Bingo Board Wait Time

CHOOSE 1-2: **2** Print Bingo Board Wait Time

DEVICE: [Select Print Device]

..... report follows.....

BINGO BOARD WAIT TIME PRINTOUT				MAY 21, 1997 15:34	PAGE 1
NAME	TIME IN	TIME OUT	Rx#	WAIT TIME	

DISPLAY: WAITING ROOM					
BELL, JAMES	1503	1504	2004342	1	
	1503	1504	2004343	1	
	1503	1504	2004345	1	
	1509	1512	2004346	3	
BROOKS, WANDA	1509	1512	2004350	3	
	1509	1512	2004354	3	
MONDAY, TUESDAY	1509	1512	2002744	3	
	1509	1512	2003376	3	
	1509	1512	2003377	3	
ERICKSON, BRUCE	1524	1527	2002403	3	
	1524	1527	2003034	3	
VIOLET, KEN	1524	1527	2002365	3	
	1524	1527	2002573	3	

TOTAL				33	
COUNT				13	
MEAN				3	
MINIMUM				1	
MAXIMUM				3	
DEV.				1	

Purge Bingo Board Data [PSO BINGO PURGE]

With this option you can delete all entries from the PATIENT NOTIFICATION (RX READY) file (#52.11).



It is recommended that you purge each day. However, if data isn't purged, it will not affect the accuracy of the bingo board statistics.



If this option is used before the end of the workday, all data will be lost except the statistical data on those prescriptions already picked up.

Start Bingo Board Display [PSO BINGO START]

Use this option to start the bingo board display. If there are no prescription entries yet, the message typed in the GROUP DISPLAY will cycle. When the entries begin, the message will be displayed and held for a period of time, then pages of numbers or names will be displayed until all the names have been shown. Then the cycle starts over.



The terminal that executes the option may or may not be the display terminal.

Stop Bingo Board Display [PSO BINGO STOP]

You use this option to stop the bingo board display. The bingo board can be stopped and started as often as desired. It must be stopped if any changes are made to the display group currently being used. You can access this option from any terminal.



When you stop the display and answer yes to the purge prompt, a second prompt appears and allows you to select all of the display groups or a specific display group for purging.

Edit Data for a Patient in the Clozapine Program [PSOL EDIT]

You edit data for a patient who has already been enrolled in the Clozapine treatment program. It is typically used to re-register a patient whose treatment has been discontinued and who has rejoined the program.

There are two statuses, Pre-Treatment and Active, that can be selected. The two statuses, Hold and Discontinued are set by the background job and must be re-registered.

The Pre-Treatment status is for a patient registered but never receiving a prescription. If after four weeks the patient does not receive a prescription, the patient status is changed to Discontinued by the background job and must be re-registered.

The Active status is for a patient that has had a prescription within the last 7 days, the patient status is changed to Hold by the background job.



Sex, race, and ZIP Code should be registered for each patient through Medical Administration Service (MAS).

Enter/Edit Clinic Sort Groups [PSO SETUP CLINIC GROUPS]

This option enables you to identify a group of clinics that will print together for the action/informational profiles.

Example:

Select Maintenance (Outpatient Pharmacy) Option: ENT

1 Enter/Edit Clinic Sort Groups

2 Enter/Edit Local Drug Interaction

CHOOSE 1-2: 1 Enter/Edit Clinic Sort Groups

Select Clinic Sort Group: ?

Answer with OUTPATIENT CLINIC SORT GROUP NAME

Choose from:

CLINIC 1

Clinic 2

You may enter a new OUTPATIENT CLINIC SORT GROUP, if you wish

Answer must be 3-30 characters in length.

Select Clinic Sort Group: CLINIC 3

Are you adding 'CLINIC 3' as

a new OUTPATIENT CLINIC SORT GROUP (the 6TH)? Y (Yes)

NAME: Stan 1// <RET>

Select SORT GROUPS: ?

Answer with SORT GROUP SORT GROUPS

You may enter a new SORT GROUP, if you wish

Enter name of clinic to be included in the sort group.

Answer with HOSPITAL LOCATION NAME, or ABBREVIATION

Do you want the entire 122-Entry HOSPITAL LOCATION List? N (No)

Select SORT GROUPS: 2 EAST

Are you adding '2 EAST' as a new SORT GROUP (the 1ST for this OUTPATIENT CLINIC SORT GROUP)? Y (Yes)

Select SORT GROUPS: <RET>

Initialize Rx Cost Statistics [PSO COSTINIT]

This option allows the manager to initialize the system to automatically compile cost data for one day or a range of days.

The default date is today plus 1 at 1:00 a.m. (T+1@01:00). The date on the screen represents either a default date/time if the option has never been queued, or the current date/time this option has already been queued to run.

Edit Pharmacy Intervention [PSO INTERVENTION EDIT]

Using this option, you can edit an already existing entry in the APSP INTERVENTION file (#9009032.4).

Delete Intervention [PSO INTERVENTION DELETE]

Using this option you can delete an intervention from the APSP INTERVENTION file (#9009032.4). You can only delete an intervention on the same day that it was entered.

Auto-delete from Suspense [PSO PNDEL]

Auto-delete from Suspense is the same option as the Version 6.0 option *Delete from Suspense File*. This option allows you to delete from the file the records of all the prescriptions which have already been printed prior to the user specified number of days. This specified number of days must be set from 7 to 90 days at the "DAYS PRINTED RX STAYS IN 52.5" prompt in the *Site Parameter Enter/Edit* option. The task is set to run every 7 days at the user specified time. The user may also requeue or dequeue this task using this option. Once a prescription is deleted from suspense, it cannot be reset for reprinting. This option will delete based on the date the Rx was printed from suspense, not the date that it was originally suspended for. The reason for this is that one batch may print on a certain day with Rx's with different original suspense dates. This job will therefore never delete only part of a printed batch.

Delete a Prescription [PSORXDL]

Using this option a prescription status can be changed to deleted. Deleted prescriptions do not appear on any profiles.



A released prescription can only be deleted after it has been returned to stock.

Expire Prescriptions [PSO EXPIRE INITIALIZE]

This option initializes a daily job that will mark any prescription as expired that has yesterday as an expiration date.

Purge Drug Cost Data [PSO PURGE DRUG COST]

To purge drug cost data from the DRUG COST file (#50.9) enter a starting and ending date. Then choose to run this job immediately or queue it.

Example: Purge Drug Cost Data

Select Maintenance (Outpatient Pharmacy) Option: PURGE Drug Cost Data

Purge Cost Data Starting: FEB 1997// <RET> (FEB 1997)

Purge Cost Data Ending: 3/97 (MAR 1997)

Are you sure you want to purge cost data
from 02/00/97 to 03/00/97? NO// Y YES

Do you want this option to run IMMEDIATELY or QUEUED? Q// <RET> UEUED

Requested Start Time: NOW// <RET> (MAY 06, 1997@10:31:23)

Task #223079 QUEUED.

Purge External Batches [PSO INTERFACE PURGE]

This option purges entries from the PHARMACY EXTERNAL INTERFACE file (#52.5).

Example: Purge External Batches

Select External Interface Menu Option: Purge External Batches

Enter cutoff date for purge of External Interface file: T-7 (FEB 28, 1997)

Purge entries that were not successfully processed? NO// <RET>

Purge queued to run in background.

Select External Interface Menu Option: <RET>

Recompile AMIS Data [PSO AMIS RECOMPILE]

To gather together Automated Management Information System (AMIS) data from various sources, use this option. It is recommended that this job should be queued to run during off-peak hours (or at a time that is convenient for the site).

Medication Profile [PSO P]

The Medication Profile displays a profile of all prescriptions on file for a particular patient. You may view this information directly on the your screen or request it to be printed.

The medication profile is available in two formats. The short format contains the patient name, address, SSN, DOB, eligibility, narrative, reactions, prescriptions, Rx number, drug name, SIG, status, quantity, issue date, last fill date, and refills remaining. The long format contains all information contained on the short format and the following additional fields: physician's name, clerk code, fill date, total allowable refills, dates of refills, and partial fills, whether the prescription was filled at the pharmacy window or by mail, and which division filled it.

The short format displays the status in an abbreviated form. The following is an explanation of the codes: A (Active), DC (Discontinued), E (Expired), H (Hold), N (Non Verified), P (Pending due to drug interactions), and S (Suspended).



If the prescription has been returned to stock, the letter (R) will appear next to the last fill date.

About the Output Reports Menu

Output Reports [PSO OUTPUTS]

The Output Reports menu generates a variety of management reports. These reports contain current medication profiles, utilization, cost, and workload information which help management maintain the highest level of patient care.

Action Profile (132 COLUMN PRINTOUT) [PSO ACTION PROFILE]

This option provides a list of a patient's active prescriptions and the expired and canceled prescriptions which may be renewed. Each prescription is followed by a place for the provider to indicate the action, renew or discontinue. This profile can be printed for an individual patient, for all patients with appointments in a clinic, all patients in all clinics, or for a clinic group. In addition, a polypharmacy report can be printed with the action/informational profile. If you would like this report, answer yes to the "POLYPHARMACY W/ACTION PROFILE" prompt in the *Site Parameter Enter/Edit* option to turn on this site parameter. This profile can be printed in an 80 or 132 column format. The Action Profile must be sent to a printer.

Barcodes may not show up on the action profile if the site parameters have not been set up for them.

If a prescription is for a drug marked for lab monitoring, the most recent lab result will be printed.

Copayment affects the output report for this option. The letters SC (service connected) and NSC (non-service connected) will print on the same line as the RENEW/MD line only if the veteran is rated service connected less than 50% and the prescription is not a supply item. This allows the physician to indicate (circle) the correct veteran eligibility so that the veteran may be charged a copayment charge, if applicable.



If the prescription has been returned to stock, the letter (R) will appear next to the last fill date.

Example: Action Profile with the Polypharmacy Report

Select Outpatient Pharmacy Manager Option: Output Reports

Select Output Reports Option: Action Profile (132 COLUMN PRINTOUT)
 Action or Informational (A or I): A// Action
 Do you want generate a Polypharmacy report?: NO// YES
 Minimum Number of Active Prescriptions: (1-100): 7// <RET>
 By Patient, Clinic or Clinic Group (P/C/G): P// ?

Enter 'P' to print by patient
 'C' for printing by clinic
 'G' for printing by clinic group
 'E' to exit process

Select one of the following:

P	Patient
C	Clinic
G	Clinic Group
E	Exit

By Patient, Clinic or Clinic Group (P/C/G): P// G Clinic Group

Select Clinic Sort Group: WEST CLINIC

FOR DATE: T+1 (FEB 10, 1996)

Profile Expiration/Discontinued Cutoff: (0-9999): 120// <RET>

Select a Printer: [Select Print Device]

DO YOU WANT YOUR OUTPUT QUEUED? NO// <RET> (NO)

Select Clinic Sort Group: <RET>

Alpha Drug List and Synonyms **[PSO ALPHA]**

This report lists all drugs in alphabetical order by generic name. Any existing synonyms for each drug are listed in lowercase letters under the generic name.

AMIS Report **[PSO AMIS]**

This report lists prescription statistics which are required by the VA Central Office. If you are a multidivisional site, the print device will report each division's statistics on a separate page with the grand totals on the last page. This report must be printed on a 132 column printer.

Commonly Dispensed Drugs **[PSO COMMON]**

This report lists the drugs with the greatest number of fills during a selected period of time. If you are a multidivisional site, the print device will report each division's statistics on a separate page.

Cost Analysis Reports **[PSO COMMON]**

This menu contains twelve different reports of cost analysis using existing data. Data for these reports are already compiled, so they print fairly quickly.

Clinic Costs **[PSO CLINIC COSTS]**

This report contains data on all the prescriptions filled during the user specified time period for a specific clinic or for clinics.

Division Costs by Drug
[PSO DIV COSTS BY DRUG]

This report contains data on all prescriptions filled during a user specified period of time for one or more pharmacy divisions at a single site.

Drug Costs
[PSO DRUG COSTS]

This report contains data on all prescriptions filled during a user specified period of time for a specific drug or all drugs on file.

Drug Costs by Division
[PSO COST BY DIVISION]

This report contains data on all prescriptions filled during a user specified period of time at a specific pharmacy division or for all pharmacy divisions.

Drug Costs by Division by Provider
[PSO COST DIVISION BY PROVIDER]

This report contains drug costs during a user specified period of time sorted by division or divisions and within the division by provider.

Drug Costs by Provider
[PSO COST BY PROVIDER]

This report contains data on all prescriptions filled during a specified period of time sorted by a drug or all drugs for each provider.

High Cost Rx Report
[PSO HI COST]

This report lists all prescriptions filled during the time period that cost more than the user specified dollar limit.

Patient Status Costs
[PSO COST BY PATIENT STATUS]

This report displays data on all prescriptions filled during a user specified period of time for a specific patient status.

Pharmacy Cost Statistics Menu
[PSO COST STAT MENU]

This menu contains menu options for pharmacy cost statistics data.

Pharmacy Statistics
[PSO COST STATISTICS]

This report contains cost information and other statistics for all prescriptions filled during a user specified period of time.

Sort Statistics By Division
[PSO COST STATS BY DIVISION]

This report sorted by division contains cost information and other statistics for all prescriptions filled during a user specified time.

Provider by Drug Costs
[PSO COST PROVIDER BY DRUG]

This report sorted by provider displays data on all prescriptions filled for each drug during a user specified period of time.

Provider Costs
[PSO COST PER PROVIDER]

This report displays the total prescription and cost data for prescriptions sorted by provider for a user specified period of time.

Request Statistics
[PSO REQ STATS]

This report displays the total number of requests for service, average cost for each request, and average number of fills per request for a user specified period of time.

Daily AMIS Report
[PSO DAILY AMIS]

This report contains Automated Management Information System (AMIS) data for a selected day, month, and quarter. Output includes daily, monthly, and quarter AMIS totals.

Drug List By Synonym
[PSO SYNONYM]

This report lists all active drugs in alphabetical order by synonym. The drug is listed once for each synonym.

Inactive Drug List
[PSO INACTIVE]

This report lists those drugs on file which have been inactivated.

This report is sorted by VA FileMan. If you do not have VA FileMan experience, we recommend that you contact your local Information Resources Management (IRM) staff before running this report.

List Prescriptions on Hold
[PSO HOLDRPT]

This report lists prescriptions that have a hold status.

Management Reports Menu
[PSO MGMT REPORT MENU]

With this menu you can compile data for daily or monthly management reports. When the data has been compiled, you can then view the reports on screen (132 columns) or print them on a 132 column printer.

Important

Before printing the first management report, you must run the *Initialize Daily Compile* option. This option compiles past management data for a user specified date range and then queues a job to run every morning at 1:00 a.m. to compile the previous day's data.

Daily Management Report Menu
[PSO MGMT REPORT DAILY MENU]

This menu contains the options for printing the daily management reports.

All Reports
[PSO MGMT REPORTS ALL DAILY]

This option prints all of the daily management reports which include the Intravenous Admixture, Cost of Prescriptions, Prescription Count, and Type of Prescriptions Filled reports. They can be printed for a specific division or for all divisions if the site is multidivisional.

Cost of Prescriptions
[PSO MGMT REPORT RX COSTS]

This report contains the average cost and total cost for staff prescriptions, fee prescriptions, all prescriptions, equivalent fills, methadone prescriptions (if a methadone program exists), and participating pharmacies prescriptions.

Count of Prescriptions
[PSO MGMT REPORT RX COUNTS]

This report contains the total number of prescriptions filled during the specified month(s). It contains the patient category, number of equivalent fills, total prescriptions, total methadone prescriptions (if a methadone program exists), and patient requests.

Intravenous Admixture
[PSO MGMT REPORT IV]

This report contains the total and average cost for piggybacks and syringes, L.V.P., T.P.N., and Chemotherapy, plus a grand total for each month.

Type of Prescriptions Filled
[PSO MGMT REPORT TYPE OF RX]

This report contains the total number of prescriptions filled by fee and staff physicians, new and refill prescriptions, prescriptions sent by mail or dispensed at the window, prescriptions filled by participating pharmacies, and investigation drug prescriptions.

Date Range Recompile Data
[PSO MGMT RPT RANGE COMPILE]

With this option you can compile/recompile the management data for a user specified date range. The data must be recompiled if prescription data has changed for prescriptions filled or refilled before today.

Initialize Daily Compile
[PSO MGMT RPT DAILY COMPILE]

This option queues a job to run every day at 1:00 a.m. to compile the previous day's management report data. It also compiles the management data for a specific date range. When initializing the compiling of data prior to yesterday's date, the default date will be either today plus 1 at 1:00 a.m. (T+1@01:00) if the option has never been queued or the date and time this option has already been queued to run.



This option must be run to initialize the compiling of management report data before the management reports are printed.

Monthly Management Report Menu
[PSO MGMT REPORT MONTHLY MENU]

This menu contains options for printing the monthly management reports. The monthly management reports can be printed for previous months, but not the current month.

All Reports
[PSO MGMT MONTHLY ALL REPORTS]

You can print all of the monthly management reports with this option. These reports include the Intravenous Admixture, Cost of Prescriptions, Count of Prescriptions, and Type of Prescriptions Filled reports.

Cost of Prescriptions
[PSO MGMT MONTHLY RX COSTS]

This report contains the average and total cost for staff prescriptions, fee prescriptions, all prescriptions, equivalent fills, methadone prescriptions (if a methadone program exists), and participating pharmacies prescriptions.

Count of Prescriptions
[PSO MGMT MONTHLY RX COUNTS]

This report contains the total number of prescriptions filled during the specified month(s). It includes the patient category, number of equivalent fills, total prescriptions, total methadone (if methadone program exists), and patient requests.

Intravenous Admixture
[PSO MGMT MONTHLY IV]

This report contains the total and average cost for piggybacks and syringes, L.V.P., T.P.N., and Chemotherapy, plus the grand total for each month.

Type of Prescriptions Filled
[PSO MGMT MONTHLY TYPE OF RX]

This report contains the number of prescriptions filled by fee and staff physicians, new and refill prescriptions, prescriptions sent by mail or dispensed at the window, prescriptions filled by participating pharmacies, and investigational drug prescriptions.

One Day Recompile Data
[PSO MGMT REPORT MONTHLY MENU]

With this option you can compile/recompile the management data for a user specified day.

Purge Data
[PSO MGMT DATA PURGE]

You can delete data from the OUTPATIENT PHARMACY MANAGEMENT DATA file (#59.12) with this option. The default starting date will always be the first date in the file.

Medication Profile
[PSO P]

The report displays a profile of all prescriptions on file for a particular patient. You may view this information directly on the your screen or request it to be printed.

The medication profile is available in two formats. The short format contains the following fields: patient name, address, SSN, DOB, eligibility, narrative, reactions, prescriptions, Rx number, drug name, SIG, status, quantity, issue date, last fill date, and refills remaining. The long format contains all information contained on the short format and the following additional fields: physician's name, clerk code, fill date, total allowable refills, dates of refills, and partial fills, whether the prescription was filled at the pharmacy window

or by mail, and which division filled it.

The short format displays the status in an abbreviated form. The following is an explanation of the codes: A (Active), DC (Discontinued), E (Expired), H (Hold), N (Non Verified), P (Pending due to drug interactions), and S (Suspended).



If the prescription has been returned to stock, the letter (R) will appear next to the last fill date.

Monthly Drug Cost [PSO MONTHLYCOST]

This report lists the monthly drug costs. The report can be printed for a selected drug or all drugs. This report must be printed on a 132 column printer.

Narcotic Prescription List
[PSO NARC]

This report lists all prescriptions for narcotic drugs which have been filled during the time period you specify, the quantity, provider, fill date, patient, and patient ID. This report must be printed on a 132 column printer.

Non-Formulary List
[PSO NONFORM]

This report lists all active drugs which have been designated as non-formulary. Non-formulary drugs are those which have not been approved for routine use by the Pharmacy and Therapeutics Committee of the medical center. These items can be dispensed under special circumstances when approved by the designated authority.

Poly Pharmacy Report
[PSO POLY]

This report lists a patient or patients with a selected minimum amount of prescriptions within a selected number of days. This report only shows active prescriptions. The class column of this report is the drug classification from the NATIONAL DRUG file (#50.6).

Released and Unreleased Prescription Report
[PSO RELEASE REPORT]

This report lists released and unreleased prescriptions by date range. The start date default is the date the package is installed and the end date default will be the current date.

Pharmacy Intervention

Pharmacy Intervention Menu [PSO INTERVENTION MENU]

The Pharmacy Intervention menu enables you to enter, edit, print, delete, or view interventions in the APSP INTERVENTION file (#9009032.4).

 This menu is locked with the PSORPH key.

Enter Pharmacy Intervention [PSO INTERVENTION NEW ENTRY]

When it is necessary to interrupt the filling of a prescription to contact the provider in order to change, clarify, or cancel the prescription, you use this option to add a new intervention entry into the APSP INTERVENTION file (#9009032.4).

Edit Pharmacy Intervention [PSO INTERVENTION EDIT]

Using this option, you can edit an already existing entry in the APSP INTERVENTION file (#9009032.4).

Print Pharmacy Intervention [PSO INTERVENTION PRINTOUT]

You can print a captioned printout of pharmacy interventions for a certain date range. The report prints out on normal width paper and can be queued to print at a later time.

The subtotal on this report represents the number of interventions for a specific type of intervention where the recommendation for the intervention was accepted. The total is the sum of all interventions in which the recommendation was accepted.

The subcount on this report is the number of interventions for a specific type of intervention over the specific date range. The count is the total number of all interventions over the specific date range.

Delete Intervention [PSO INTERVENTION DELETE]

Using this option you can delete an intervention from the APSP INTERVENTION file (#9009032.4). You can only delete an intervention on the same day that it was entered.

View Intervention [PSO INTERVENTION VIEW]

This option displays on your screen pharmacy interventions in a captioned format. You can view more than one intervention at a time.

Process Drug/Drug Interactions [PSO INTERACTION VERIFY]

Using this option you can process information for medications that have been marked as a drug/drug interaction. This allows you to process, delete, or bypass prescriptions with drug/drug interactions. To complete any of these actions you must enter an assigned signature code which will not appear on the screen. It will then be verified or non-verified. The *Electronic Signature code Edit* option can be found under the *User's Toolbox* menu in Kernel V. 8.0.



When processing a drug/drug interaction the profile will list the status of the interacting drugs as pending (P).

Releasing Medication

Release Medication [PSO RELEASE]

The *Release Medication* option is used at the time the prescription is filled and ready to be given to the patient. Inventory is decreased, certain fields in the file are updated, and a copay is generated if the action is applicable to the prescription. With this option you can batch process prescriptions. Communication is made with the Integrated Funds Control, Accounting and Procurement (IFCAP) and Medical Care Cost Recovery (MCCR) software to generate copay charges. IFCAP and MCCR software handle patient billing, tracking of charges, and payment received.

If a prescription has any status other than active or refill the user will be given one of the following error messages:

- Prescription has a status of (status) and is not eligible for release.
- Prescription was deleted.
- Improper barcode format.
- Non-existent prescription.

If you release a prescription and receive a message that the partial prescription was released and there is a refill that has not been released, you must re-enter the prescription number.



This is a mandatory function that must be used by the pharmacy.

Important

You may have duplicate Rx's when using the *Release Medication* option with the integration of sites.

Returning Medication to Stock

Return to Stock [PSO RETURNED STOCK]

The *Return to Stock* option is used when a prescription has been released, but has been refused, not picked up, or not given to the patient for some reason. Comments can be entered to explain why the medication was returned to stock.

A prescription can only be returned to stock if the prescription status is Active, Canceled, Expired, or Released. If the prescription is not released, there is no need to return it to stock. This function increases the inventory so that a more current level is maintained by the Outpatient Pharmacy package and removes the copay charge if it is applicable to the prescription. It is highly recommended that you use this option.



If an original fill is returned to stock and reprinted, it can be released again.



If a refill is returned to stock, the refill is deleted so the patient will not lose it.

Processing a Prescription

Rx (Prescriptions) [PSO RX]

The *Rx (Prescriptions)* menu allows the pharmacist to manipulate information that pertains to prescriptions. Actions are taken on prescriptions with this menu. Options (renew, refill, edit, release, etc.) that previously appeared in Outpatient Pharmacy V. 6.0 now appear as actions in the *Patient Prescription Processing* option found on this menu.

Patient Prescription Processing
Barcode Rx Menu...
Complete Orders from OERR
Discontinue Prescription(s)
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Patient Prescription Processing [PSO LM BACKDOOR ORDERS]

This option is used to process outpatient medication with OERR V. 3.0. *Patient Prescription Processing* is found on the *Outpatient Pharmacy Manager Menu* and the *Pharmacist Menu* under the *Rx (Prescriptions)* option. This option uses List Manager features to allow the pharmacy manager and pharmacist to perform the following actions on a prescription without leaving this option.

- Enter a new Rx
- Discontinue
- Edit
- Refill
- Renew
- Hold
- Unhold
- Order a partial
- Release
- Reprint
- Copy
- Verify a prescription
- Show a profile
- View activity log
- Pull early from suspense

This option is also found on the *Pharmacy Technician's Menu*, but with limited actions. A pharmacy technician can only enter a new order, refill, copy, renew, reprint, release, order a partial, or pull early from suspense.

Actions are displayed in the action area of the screen. Actions with a parenthesis () around them are invalid actions for that order. A double question mark (??) displays all the actions available, including the outpatient pharmacy actions described in the section "Using List Manager." If you select one of the hidden actions and it is invalid, a message will display in the message window. Outpatient Pharmacy hidden actions are displayed with the letters OP next to the action.

Example 1: Entering a New Order

Select Pharmacist Menu Option: Rx (Prescriptions)
 Orders to be completed: 2

Do you want an Order Summary:? No// YES

Pending Outpatient Medication Orders

Patients: 0 Window: 0 Mail: 0 Clinic: 0

Patient Prescription Processing
 Barcode Rx Menu...
 Cancel Prescription
 Complete Orders from OERR
 List One Patient's Archived Rx's

Select Rx (Prescriptions) Option: Patient Prescription Processing
 Select PATIENT NAME: ZOOM,Billy 02-23-53 231447629 NO
 NSC VETERAN

Patient Information	Mar 19, 1996 13:20:06	Page: 1 of 1
ZOOM,BILLY PID: 231-44-7629 Ht(cm): <u>190.50</u> (02/25/96) DOB: FEB 23,1953 (43) Wt(kg): <u>115.64</u> (02/25/96) SEX: MALE		
Eligibility: OTHER FEDERAL AGENCY Disabilities: 66 ROCKABILLY LANE LOS ANGELES PHONE: 112 543 6700 CALIFORNIA 21344 Outpatient Narrative: NEW PATIENT AS OF 06-15-94 Allergies Verified: GRASS POLLEN Non-Verified: CODEINE Adverse Reactions Verified: PENICILLIN Non-Verified: THEOPHYLLINE		
Enter ?? for more actions		
EA Edit/Enter Allergy/ADR Data	PU Patient Record Update	
DA Detailed Allergy/ADR List	EX Exit Patient List	
Select Action: Quit// <u><RET></u>		

Although the default is Quit at the "Select Action" prompt, a return at this prompt means quit the screen and go to the Medication Profile.

[Next Screen]

Medication Profile		Mar 19, 1996 13:21:16		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
#	RX #	DRUG	QTY	ST	ISSUE DATE LAST REF DAY FILL REM SUP
-----ACTIVE-----					
1	129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5% 15ML A	03-19	03-19	11 30
Qty: 2					
Enter ?? for more actions					
PU Patient Record Update		NO New Order			
PI Patient Information		SO Select Order			
Select Action: Quit// <u>NO</u> New Order					

If a double question mark (??) had been entered at the above "Select Action" prompt, the following hidden actions would display in the action area.

The following actions are also available:

RP Reprint (OP)	OTH Other OP Actions	LS Last Screen
RN Renew (OP)	RD Re Display Screen	FS First Screen
DC Discontinue (OP)	PL Print List	GO Go to Page
RL Release (OP)	PS Print Screen	+ Next Screen
RF Refill (OP)	> Shift View to Right	- Previous Screen
PP Pull Rx (OP)	< Shift View to Left	ADPL Auto Display(On/Off)
IP Inpat. Profile (OP)	SL Search List	UP Up a Line
DN Down a Line	QU Quit	

PATIENT STATUS: OTHER FEDERAL// <RET>

DRUG: NADOLOL 40MG CV100 N/F TAB

Checking for Drug/Drug Interactions !

SIG: BID (TWICE A DAY)

QTY (TAB) : 60

DAYS SUPPLY: (1-90): 60// <RET>

OF REFILLS: (0-11): 11// <RET>

PROVIDER: FINE,LARRY

CLINIC: 1 WEST

MAIL/WINDOW: WINDOW// <RET> WINDOW

METHOD OF PICK-UP: <RET>

REMARKS: <RET>

ISSUE DATE: MAR 19,1996// <RET> (MAR 19, 1996)

FILL DATE: (3/19/96 - 99/99/99): MAR 19,1996// (MAR 19, 1996)

Rx # 130 03/19/96
ZOOM,BILLY #60
TWICE A DAY

NADOLOL 40MG
FINE,LARRY CLERK,DIANA J
of Refills: 11

Is this correct? YES// <RET> [If no is entered at this prompt, see Example 2.]

Outpatient Pharmacy Manager Menu

Nature of Order: WRITTEN// ??

Nature of Order Activity -----	Require E.Signature -----	Print Chart Copy -----	Print on Summary -----
WRITTEN			X
VERBAL	X	X	X
TELEPHONED	X	X	X
SERVICE CORRECTION POLICY		X	X
DUPLICATE REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN

WAS THE PATIENT COUNSELED: NO// Y YES

WAS COUNSELING UNDERSTOOD: NO// Y YES

Another New Order for ZOOM,BILLY? YES// <RET> YES

Example 2: Editing a New Order

New OP Order (ROUTINE)		Mar 19, 1996 13:27:36		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Orderable Item: NADOLOL TAB (1) Drug: NADOLOL 40MG (2) Patient Status: OTHER (3) Issue Date: MAR 19,1996 (4) Fill Date: MAR 19,1996 (5) SIG: TWICE A DAY (6) Days Supply: 30 (7) QTY: 60 (8) # of Refills: 11 (9) Routing: WINDOW (10) Clinic: 1 WEST (11) Provider: FINE,LARRY (12) Copies: 1 (13) Remarks: Entry By: CLERK,DIANA Entry Date: MAR 19,1996 13:27:34					
Enter ?? for more actions					
AC Accept		ED Edit			
Select Item(s): Quit// ED Edit [Or you may enter the field(s), e.g., 1,5,7]					
Select Field to Edit by number: (1-13): 5 [You may choose several fields at this prompt (e.g., 3,5,7).]					
SIG: BID// T1 PO BID					

Once your changes have been entered the screen redisplay with your changes and you can accept the order or edit the order again.

New OP Order (ROUTINE)		Mar 19, 1996 13:28:50		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Orderable Item: NADOLOL TAB (1) Drug: NADOLOL 40MG (2) Patient Status: OTHER (3) Issue Date: MAR 19,1996 (4) Fill Date: MAR 19,1996 (5) SIG: TAKE ONE BY MOUTH TWICE A DAY (6) Days Supply: 30 (7) QTY: 60 (8) # of Refills: 11 (9) Routing: WINDOW (10) Clinic: 1 WEST (11) Provider: FINE,LARRY (12) Copies: 1 (13) Remarks: Entry By: CLERK,DIANA Entry Date: MAR 19,1996 13:28:48					
Enter ?? for more actions					
AC Accept		ED Edit			
Select Item(s): Quit// AC Accept					

If you accept the order, the prescription is checked for drug/drug interactions and if none exist, you are prompted for nature of order, counseling, and another new order.

Checking for Drug/Drug Interactions !

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
WRITTEN			X
VERBAL	X	X	X
TELEPHONED	X	X	X
SERVICE CORRECTION POLICY		X	X
DUPLICATE REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN
 WAS THE PATIENT COUNSELED: NO// Y YES
 WAS COUNSELING UNDERSTOOD: NO// Y YES

If your response is no, the Medication Profile screen will be displayed.

Medication Profile		Mar 19, 1996 13:29:49		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
#	RX #	DRUG	QTY ST	ISSUE DATE	LAST REF DAY FILL REM SUP
-----ACTIVE-----					
1	130\$	NADOLOL 40MG	60 A	03-19	03-19 11 30
2	129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5% 15ML	A	03-19	03-19 11 30
			Qty: 2		
Enter ?? for more actions					
PU Patient Record Update		NO New Order			
PI Patient Information		SO Select Order			
Select Action: Quit// <u><RET></u>					

Example 3: Using the Copy Action

Copy is a hidden action which is new to outpatient pharmacy. With this action you can copy an order and edit any field.

Medication Profile		Mar 19, 1996 13:42:17		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
#	RX #	DRUG	QTY ST	ISSUE DATE	LAST REF DAY FILL REM SUP
-----ACTIVE-----					
1	130\$	NADOLOL 40MG	60 A	03-19	03-19 11 30
2	129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5% 15ML	A	03-19	03-19 11 30
Qty: 2					
Enter ?? for more actions					
PU Patient Record Update		NO New Order			
PI Patient Information		SO Select Order			
Select Action: Quit// <u>so</u> Select Order [Or you may enter the order number, e.g., 1]					
Select Orders by number: (1-3): <u>1</u>					

OP Medications (ACTIVE)		Mar 19, 1996 13:42:55		Page: 1 of 2	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Rx #: 130\$					
(1)	Orderable Item: NADOLOL TAB				
(2)	Drug: NADOLOL 40MG				
(3)	SIG: TAKE ONE BY MOUTH TWICE A DAY				
(4)	Patient Status: OTHER				
(5)	Issue Date: 03/19/96		(6) Fill Date: 03/19/96		
Last Fill Date: 03/19/96					
Last Release Date:					
Expires: 03/20/97		(7) Lot #:			
(8)	Days Supply: 30	(9) QTY: 60			
(10)	# of Refills: 11	Remaining: 11			
(11)	Provider: FINE,LARRY				
(12)	Routing: WINDOW	(13) Copies: 1			
Method of Pickup:					
(14)	Clinic: 1 WEST				
(15)	Division: GENERAL HOSPITAL (ED105)				
(16)	Pharmacist: HOWARD,MORGAN				
Patient Counseling: YES					
Remarks: New Order Created due to the copying of Rx # 783.					
+ Enter ?? for more actions					
DC	Discontinue	PR	Partial	RL	Release
ED	Edit	RF	Refill	RN	Renew
Select Action: Next Screen// <u>co</u> CO					

If a double question mark (??) had been entered at the above "Select Action" prompt, the hidden actions on the following page would display in the action area.

Outpatient Pharmacy Manager Menu

The following actions are also available:

AL Activity Logs (OP)	OTH Other OP Actions	LS Last Screen
VF Verify (OP)	+ Next Screen	PL Print List
CO Copy (OP)	- Previous Screen	PS Print Screen
RP Reprint (OP)	< Shift View to Left	QU Quit
HD Hold (OP)	> Shift View to Right	RD Re Display Screen
UH Unhold (OP)	ADPL Auto Display(On/Off)	SL Search List
PI Patient Information	DN Down a Line	UP Up a Line
PP Pull Rx (OP)	FS First Screen	
IP Inpat. Profile (OP)	GO Go to Page	

Enter RETURN to continue or '^' to exit:

New OP Order (COPY)		Mar 19, 1996 13:43:41		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
<p>Orderable Item: NADOLOL TAB</p> <p>(1) Drug: NADOLOL 40MG</p> <p>(2) Patient Status: OTHER</p> <p>(3) Issue Date: MAR 19,1996 (4) Fill Date: MAR 19,1996</p> <p>(5) SIG: TAKE ONE BY MOUTH TWICE A DAY</p> <p>(6) Days Supply: 30 (7) QTY: 60</p> <p>(8) # of Refills: 0 (9) Routing: WINDOW</p> <p>(10) Clinic: 1 WEST</p> <p>(11) Provider: FINE,LARRY (12) Copies: 1</p> <p>(13) Remarks: New Order Created due to the copying of Rx # 130.</p> <p>Entry By: CLERK,DIANA J Entry Date: MAR 19,1996 13:43:38</p>					
Enter ?? for more actions					
AC Accept ED Edit Select Item(s): Accept// <u>AC</u> Accept					

DUPLICATE DRUG NADOLOL 40MG in Prescription: 130

Status: Active	Issued: 03/19/96
SIG: T1 PO BID	
QTY: 60	# of refills: 11
Provider: FINE,LARRY	Refills remaining: 11
	Last filled on: 03/19/96
	Days Supply: 30

Discontinue Rx # 130? YES RX has been Discontinued while entering new Rx.
Now doing order checks. Please wait...

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION			
POLICY		x	x
DUPLICATE			
REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN
WAS THE PATIENT COUNSELED: NO// <RET> NO

Outpatient Pharmacy Manager Menu

[The Medication Profile screen is redisplayed at this point.]

NAME	SSN	ID	ORDER
ZOOM,BILLY	231447629		
ZOOM,BILLY	231447629		A
ZOOM,BILLY	231447629		B
ZOOM,BILLY	231447629		C

Please advise the patient that the above ID # and/or ORDER Letter will be displayed with his/her name on the Bingo Display

LABEL: QUEUE/HOLD/SUSPEND or '^' to bypass Q// <RET> UEUE

LABEL(S) QUEUED TO PRINT

Select PATIENT NAME: <RET>

Select Rx (Prescriptions) Option: <RET>

Example 4: Renewing an Rx

This action allows the pharmacy manager or pharmacist to process renewals for existing orders.

[This example begins after you have selected an order from the Medication Profile screen.]

OP Medications (ACTIVE)		Mar 21, 1996 09:00:09		Page: 1 of 2	
MADISON,DOLLY					
PID: 123-31-2354		Ht(cm): <u>162.56</u>		(01/10/96)	
DOB: OCT 19,1950 (45)		Wt(kg): <u>49.63</u>		(01/10/96)	
Rx #: 124					
(1)	Orderable Item:	AMPICILLIN CAP			
(2)	Drug:	AMPICILLIN 500MG CAP			
(3)	SIG:	TAKE ONE BY MOUTH EVERY SIX HOURS			
(4)	Patient Status:	SC			
(5)	Issue Date:	03/12/96	(6)	Fill Date:	03/12/96
	Last Fill Date:	03/12/96			
	Last Release Date:	03/12/96			
	Expires:	03/13/97	(7)	Lot #:	
(8)	Days Supply:	30	(9)	QTY:	120
(10)	# of Refills:	5		Remaining:	5
(11)	Provider:	CLERK,DIANA			
(12)	Routing:	WINDOW			
	Method of Pickup:	(13)	Copies:	1	
(14)	Clinic:	1 WEST			
(15)	Division:	GENERAL HOSPITAL (ED105)			
(16)	Pharmacist:	HOWARD,MOE			
	Patient Counseling:	YES		Was Counseling Understood: NO	
	Remarks: New Order Created due to the copying of Rx # 783.				
+ Enter ?? for more actions					
DC	Discontinue	PR	Partial	RL	Release
ED	Edit	RF	Refill	RN	Renew
Select Action: Next Screen// RN Renew					

FILL DATE: (3/21/96 - 99/99/99): TODAY// <RET> (MAR 21, 1996)

MAIL/WINDOW: WINDOW// <RET> WINDOW

METHOD OF PICK-UP: <RET>

Now Renewing Rx # 124 Drug: AMPICILLIN 500MG CAP

Now doing order checks. Please wait...

124A AMPICILLIN 500MG CAP QTY: 120
 # OF REFILLS: 5 ISSUED: 03-21-96 SIG: T1 PO Q6H FILLED: 05-01-96
 ROUTING: WINDOW PHYS: CLERK,DIANA

Edit renewed Rx ? Y// <RET> ES

Outpatient Pharmacy Manager Menu

Prescription Renew	Mar 21, 1996 09:04:43	Page: 1 of 1
MADISON,DOLLY PID: 123-31-2354		
Ht(cm): <u>162.56</u> (<u>01/10/96</u>)		
Rx: 124A Drug: AMPICILLIN 500MG CAP Patient Status: SC (1) Issue Date: MAR 21,1996 (2) Fill Date: MAY 1,1996 SIG: TAKE ONE BY MOUTH EVERY SIX HOURS Days Supply: 30 QTY: 120 (3) # of Refills: 5 (4) Routing: WINDOW (5) Clinic: 1 WEST (6) Provider: CLERK,DIANA (7) Copies: 1 (8) Remarks: RENEWED FROM RX # 124 Entry By: CLERK,DIANA Entry Date: MAR 21,1996 09:04:40		
Enter ?? for more actions		
AC Accept	DC Discontinue	
BY Bypass	ED Edit	
Select Item(s): Quit// <u>ED</u> Edit [Or you may enter the field(s), e.g., 1,5,7]		

Select Field to Edit by number: (1-8): 5 *[You may choose several fields at this prompt (e.g., 3,5,7).]*

CLINIC: 1 WEST// 1 EAST

Prescription Renew	Mar 21, 1996 09:12:54	Page: 1 of 1
MADISON,DOLLY PID: 123-31-2354		
Ht(cm): <u>162.56</u> (<u>01/10/96</u>)		
Rx#: 124A Drug: AMPICILLIN 500MG CAP Patient Status: SC (1) Issue Date: MAR 21,1996 (2) Fill Date: MAY 1,1996 SIG: TAKE ONE BY MOUTH EVERY SIX HOURS Days Supply: 30 QTY: 120 (3) # of Refills: 5 (4) Routing: WINDOW (5) Clinic: 1 EAST (6) Provider: CLERK,DIANA (7) Copies: 1 (8) Remarks: RENEWED FROM RX # 124 Entry By: CLERK,DIANA Entry Date: MAR 21,1996 09:12:52		
Enter ?? for more actions		
AC Accept	DC Discontinue	
BY Bypass	ED Edit	
Select Item(s): Quit// <u>AC</u> Accept		

RX# 124A HAS BEEN SUSPENDED UNTIL 05-01-96.

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
-----	-----	-----	-----
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION			
POLICY		x	x
DUPLICATE			
REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN

WAS THE PATIENT COUNSELED: NO// <RET> NO

Barcode Rx Menu **[PSO BARCODE MENU]**

Using this menu, you can batch barcode refills and renewals of prescriptions and check the quality of the barcode print.

Barcode Batch Prescription Entry
Check Quality of Barcode

Barcode Batch Prescription Entry **[PSO BATCH BARCODE]**

You enter refills or renewals by batch entry using barcodes with this option. Select either refills or renewals. Then fill in information for the prescriptions you are going to batch barcode, i.e., fill date, route, etc. Next you will begin wand the barcodes for the prescriptions to be refilled or renewed.

Check Quality of Barcode **[PSO BARCODE CHECK]**

No action is taken on the prescription by using this option. You can use this option to check the quality of your printed barcodes or use it to practice using the barcode reader. After the barcode is scanned the barcode number will echo back on the screen and you will be returned to the "Read Barcode" prompt. No action is taken on the prescription by using this option.

The following are some common causes for failure of the barcode reader and how they can be corrected.

1. Barcode too faint (change printer ribbon)
2. Improper scanning (move the wand at a steady rate)
3. Defective barcode reader (replace the reader)

Complete Orders from OERR **[PSO LMOE FINISH]**

When a clinician has created an order for a patient, the pharmacist needs to finish and verify the order. This option is used to complete orders from Order Entry Results Reporting V. 3.0. This option uses the List Manager features.

Orders may be selected by patient, route, or priority. You may also exit out of the option at the "Select Orders By" prompt by entering an E.

Example of Finishing an Order from OERR

Select Outpatient Pharmacy Manager Option: **RX** (Prescriptions)

Orders to be completed: 2

Select Rx (Prescriptions) Option: COMplete Orders from OERR

Orders to be completed: 2

Select Orders By: (PA/RT/PR/E): PATIENT// <RET>

Process for All Patients

or for A Single Patient: (A/S/E): SINGLE// <RET>

Select Patient: BROWN,GEORGE 08-16-51 123457212 NO
NSC VETERAN



A question mark can be entered at the “Select Patient” prompt to get a list of patients with pending orders.

Patient Information	Jul 05, 1996 12:03:01	Page:	1 of 1
BROWN,GEORGE			
PID: 123-45-7212	Ht(cm): 189.63	(03/02/96)	
DOB: AUG 16,1951 (43)	Wt(kg): 112.25	(03/02/96)	
ELIGIBILITY: NSC			
DISABILITIES:			
PHONE:			
CANNOT USE SAFETY CAPS.			
Allergies			
Verified: ALMONDS, BEE STINGS			
Non-Verified: ORANGE JUICE			
Adverse Reactions			
Verified: PENICILLIN			
Non-Verified: THEOPHYLLINE			
Enter ?? for more actions			
EA Edit/Enter Allergy/ADR Data	PU Patient Record Update		
DA Detailed Allergy/ADR List	EX Exit Patient List		
Select Item(s): Quit// <u><RET></u> QUIT			

Outpatient Pharmacy Manager Menu

Pending OP Orders (ROUTINE)		Jul 05, 1996 12:03:12		Page: 1 of 1	
BROWN, GEORGE					
PID: 123-45-7212		Ht(cm): 189.63		(03/02/96)	
DOB: AUG 16, 1951 (43)		Wt(kg): 112.25		(03/02/96)	
(1) Orderable Item: ACETAMINOPHEN TAB <i>/ Indicates editing will create a new order.*/</i> (2) Drug: No Dispense Drug Selected (3) Patient Status: SC (4) Issue Date: JUN 29, 1996 (5) Fill Date: JUN 29, 1996 (6) Possible SIG: TAKE EVERY DAY (7) Days Supply: 60 (8) QTY: 30 (9) # of Refills: 5 (10) Routing: WINDOW (11) Clinic: PSYCHO THERAPY (12) Provider: CLERK, DIANA J (13) Copies: 1 Instructions: Provider Comments: (14) Remarks: Entry By: SUPPLY, MANAGER Entry Date: 06/29/96 13:59:38					
Enter ?? for more actions					
BY Bypass		DC Discontinue			
ED Edit		FN Finish			
Select Item(s): Quit// FN Finish <i>[After Finish is selected, if there is missing information in fields 2, 3, 4, 5, 6, 7, 8, 9, 10, 12 you will be prompted to enter the missing information.]</i>					
DRUG NAME REQUIRED					



If an order is sent from OERR without a drug selected, and there is only one drug tied with this order item, that drug will be inserted in the DRUG field (#2 on the screen). If there is more than one drug tied with this order item, you will get the "No Dispense Drug Selected" message in the DRUG field (#2 on the screen) and you will have to select a drug to complete/finish the order.

The following Drug are available for selection:

1. ACETAMINOPHEN 325MG
2. ACETAMINOPHEN EXTRA STR 500MG



If the drug list is empty, a new orderable item should be selected or the order can be discontinued.

Select Drug by number: (1-2): 1

Outpatient Pharmacy Manager Menu

Pending OP Orders (ROUTINE)		Jul 05, 1996 12:03:26	Page: 1 of 1
BROWN,GEORGE PID: 123-45-7212 (03/02/96) DOB: AUG 16,1951 (43) (03/02/96)			
Ht(cm): 189.63 Wt(kg): 112.25			
(1) Orderable Item: ACETAMINOPHEN TAB [Indicates editing will create a new order.] (2) Drug: ACETAMINOPHEN 325MG (3) Patient Status: SC (4) Issue Date: JUN 29,1996 (5) Fill Date: JUN 29,1996 (6) Possible SIG: TAKE EVERY DAY (7) Days Supply: 60 (8) QTY: 30 (9) # of Refills: 11 (10) Routing: WINDOW (11) Clinic: PSYCHO THERAPY (12) Provider: CLERK,DIANA J (13) Copies: 1 Instructions: Provider Comments: (14) Remarks: Entry By: SUPPLY,MANAGER Entry Date: 06/29/96 13:59:38			
Enter ?? for more actions			
AC	Accept	ED	Edit
DC	Discontinue		
Select Item(s): Quit// <u>AC</u> ACCEPT [After an order is accepted, if there is missing information in fields 2, 3, 4, 5, 6, 7, 8, 9, 10, 12 you will be prompted to enter the missing information.]			

Rx # 121 06/29/96
 BROWN,GEORGE #30
 TAKE EVERY DAY

ACETAMINOPHEN 325MG
 CLERK,DIANA J SUPPLY,MANAGER
 # of Refills: 11

Are you sure you want to Accept this Order? NO// YES
 WAS THE PATIENT COUNSELED: NO// Y YES
 WAS COUNSELING UNDERSTOOD: NO// Y YES
 Press Return to Continue: <RET>

Rx # 122 06/29/96
 BROWN,GEORGE #30
 TAKE EVERY DAY

ACETAMINOPHEN 325MG
 CLERK,DIANA J SUPPLY,MANAGER
 # of Refills: 5

Outpatient Pharmacy Manager Menu

Pending OP Orders (ROUTINE)		Jul 05, 1996 12:04:39	Page: 1 of 1
BROWN, GEORGE		Ht (cm): 189.63	<
PID: 123-45-7212			
(03/02/96)			
DOB: AUG 16, 1951 (43)		Wt (kg): 112.25	
(03/02/96)			
<p>*(1) Orderable Item: DIAZEPAM TAB [* Indicates editing will create a new order.]</p> <p>(2) Drug: No Dispense Drug Selected</p> <p>(3) Patient Status: SC</p> <p>(4) Issue Date: JUL 5, 1996 (5) Fill Date: JUL 5, 1996</p> <p>(6) Possible SIG:</p> <p>(7) Days Supply: 60 (8) QTY: 90</p> <p>(9) # of Refills: 5 (10) Routing: WINDOW</p> <p>(11) Clinic: PSYCHO THERAPY</p> <p>(12) Provider: CLERK, DIANA J</p> <p>(13) Copies: 1</p> <p>Instructions:</p> <p>Provider Comments:</p> <p>(14) Remarks:</p> <p>Entry By: SUPPLY, MANAGER Entry Date: 07/05/96 08:37:46</p>			
Enter ?? for more actions			
BY Bypass	DC Discontinue		
ED Edit	FN Finish		
Select Item(s): Quit// BY Bypass			



EX can be entered at the "Select Item(s)" prompt to stop processing orders.

LABEL: QUEUE/HOLD/SUSPEND or '^' to bypass Q// <RET> UEUE

LABEL(S) QUEUED TO PRINT

PROFILE IS QUEUED TO PRINT

Select Patient: <RET>

Select Rx (Prescriptions) Option: <RET>

Example of an Activity Log

You can view the activity log once you have selected a completed or finished order.

OP Medications (ACTIVE)		Jul 06, 1996 10:44:31		Page: 1 of 2	
ABC, PATIENT					
PID: 123-14-1960 (12/02/95)		Ht(cm): 188.40			
DOB: DEC 14, 1960 (34) (12/02/95)		Wt(kg): 109.10			
Rx #: 116\$					
(1)	Orderable Item:	AMPICILLIN CAP			
(2)	Drug:	AMPICILLIN 500MG CAP			
(3)	SIG:	TAKE ONE BY MOUTH EVERY SIX HOURS			
(4)	Patient Status:	SC			
(5)	Issue Date:	06/28/96	(6)	Fill Date:	06/28/96
	Last Fill Date:	06/28/96			
	Expires:	06/28/96	(7)	Lot #:	
(8)	Days Supply:	7	(9)	QTY:	30
(10)	# of Refills:	5		Remaining:	5
(11)	Provider:	INPATIENT-MEDS, PHARMACIST			
(12)	Routing:	WINDOW	(13)	Copies:	1
	Method of Pickup:				
(14)	Clinic:	SUETEST			
(15)	Division:	GLENDA'S HOSPITAL (ED105)			
(16)	Pharmacist:				
+ Enter ?? for more actions					
DC	Discontinue	PR	Partial	RL	Release
ED	Edit	RF	Refill	RN	Renew
Select Item(s): Next Screen// <u>AL</u> AL					
Select Activity Log by number					
1.	Refill	2.	Partial		
3.	Activity	4.	Label	5.	All Logs: (1-5): <u>5</u>

[Continued on the next page.]

Outpatient Pharmacy Manager Menu

Rx Activity Log 2	Jul 06, 1996 09:54:24	Page: 1 of																												
ABC,PATIENT PID: 123-14-1960 (12/02/95) DOB: DEC 14,1960 (34) (12/02/95)																														
Ht(cm): 188.40 Wt(kg): 109.10																														
Rx #: 116 Original Fill Released: 06/28/96 Routing: Window																														
Refill Log: <table border="1"> <thead> <tr> <th>#</th> <th>Log Date</th> <th>Refill Date</th> <th>Qty</th> <th>Routing</th> <th>Lot #</th> <th>Pharmacist</th> </tr> </thead> <tbody> <tr> <td colspan="7">=====</td> </tr> <tr> <td colspan="7">=</td> </tr> <tr> <td colspan="7">There are NO Refills For this Prescription</td> </tr> </tbody> </table>			#	Log Date	Refill Date	Qty	Routing	Lot #	Pharmacist	=====							=							There are NO Refills For this Prescription						
#	Log Date	Refill Date	Qty	Routing	Lot #	Pharmacist																								
=====																														
=																														
There are NO Refills For this Prescription																														
Partial Fills: <table border="1"> <thead> <tr> <th>#</th> <th>Log Date</th> <th>Date</th> <th>Qty</th> <th>Routing</th> <th>Lot #</th> <th>Pharmacist</th> </tr> </thead> <tbody> <tr> <td colspan="7">=====</td> </tr> <tr> <td colspan="7">=</td> </tr> <tr> <td colspan="7">There are NO Partial for this Prescription</td> </tr> </tbody> </table>			#	Log Date	Date	Qty	Routing	Lot #	Pharmacist	=====							=							There are NO Partial for this Prescription						
#	Log Date	Date	Qty	Routing	Lot #	Pharmacist																								
=====																														
=																														
There are NO Partial for this Prescription																														
Activity Log: <table border="1"> <thead> <tr> <th>#</th> <th>Date</th> <th>Reason</th> <th>Rx Ref</th> <th>Initiator Of Activity</th> </tr> </thead> <tbody> <tr> <td colspan="5">=====</td> </tr> <tr> <td colspan="5">=</td> </tr> <tr> <td colspan="5">There's NO Activity to report</td> </tr> </tbody> </table>			#	Date	Reason	Rx Ref	Initiator Of Activity	=====					=					There's NO Activity to report												
#	Date	Reason	Rx Ref	Initiator Of Activity																										
=====																														
=																														
There's NO Activity to report																														
Label Log: <table border="1"> <thead> <tr> <th>#</th> <th>Date</th> <th>Rx Ref</th> <th>Printed By</th> </tr> </thead> <tbody> <tr> <td colspan="4">=====</td> </tr> <tr> <td colspan="4">=</td> </tr> <tr> <td>1</td> <td>06/28/96</td> <td>ORIGINAL</td> <td>CLERK,DIANA J</td> </tr> </tbody> </table>			#	Date	Rx Ref	Printed By	=====				=				1	06/28/96	ORIGINAL	CLERK,DIANA J												
#	Date	Rx Ref	Printed By																											
=====																														
=																														
1	06/28/96	ORIGINAL	CLERK,DIANA J																											
Comments: From RX number 116																														
<p style="text-align: center;"><i>[This shows an extended view of what you will see on your screen.]</i></p>																														
<div style="background-color: black; color: white; text-align: center; padding: 5px;">Enter ?? for more actions</div>																														
Select Action:Quit// <u><RET></u>																														



If this were a CMOP Rx the prompt will display as follows:

```
Select Activity Log by number
1. Refill      2. Partial      3. Activity
4. Label      5. CMOP Events  6. All Logs:  (1-6): 6// <RET>
```

The Activity Logs will appear the same as the OP logs with the exception of the addition of a CMOP Event Log. An example of what the CMOP Event Log will look like follows.

Rx Activity Log	Jul 06, 1996 09:54:24	Page: 2 of 2										
ABC,PATIENT PID: 123-14-1960 (12/02/95) DOB: DEC 14,1960 (34) (12/02/95)												
Ht(cm): 188.40 Wt(kg): 109.10												
CMOP Event Log: <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Rx Ref</th> <th>TRN-Order</th> <th>Stat</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>09/17/96@1526</td> <td>Ref 1</td> <td>267-4</td> <td>DISP</td> <td>NDC: 1234TEST5678</td> </tr> </tbody> </table>			Date/Time	Rx Ref	TRN-Order	Stat	Comments	09/17/96@1526	Ref 1	267-4	DISP	NDC: 1234TEST5678
Date/Time	Rx Ref	TRN-Order	Stat	Comments								
09/17/96@1526	Ref 1	267-4	DISP	NDC: 1234TEST5678								
CMOP Lot#/Expiration Date Log: <table border="1"> <thead> <tr> <th>Rx Ref</th> <th>Lot #</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>Ref 1</td> <td>1234TST</td> <td>07/07/97</td> </tr> </tbody> </table>			Rx Ref	Lot #	Expiration Date	Ref 1	1234TST	07/07/97				
Rx Ref	Lot #	Expiration Date										
Ref 1	1234TST	07/07/97										
Enter ?? for more actions												
Select Action:Quit// <RET>												

Discontinue Prescription(s) [PSO C]

The *Discontinue Prescription(s)* (previously *Cancel Prescription*) option is used either to discontinue a prescription without deleting its record from the files, or reinstate a prescription discontinued by pharmacy.

List One Patient's Archived Rx's [PSO ARCHIVE LIST RX'S]

This option shows the basic patient demographics and the prescription numbers and dates of archiving for archived prescriptions for this patient.

Reprint an Outpatient Rx Label [PSO RXRPT]

The label reprint function allows you to reproduce a single label or many copies of the same label.

View Prescriptions [PSO VIEW]

You can view the most complete information available for a specific prescription. The activity log lists the date, reason, prescription reference (Rx Ref), the initiator of the activity, and comments. The label log lists the date, prescription (Rx Ref), the person who printed it, and comments. Prescriptions with a deleted status cannot be viewed.

Using the Supervisor Menu

Supervisor Functions

[PSO SUPERVISOR]

The options on this menu are used for the implementation as well as the maintenance of the various files for the basic running of the Outpatient Pharmacy software.

Add New Providers
Daily Rx Cost
Delete a Prescription
Edit Provider
Initialize Rx Cost Statistics
Inter-Divisional Processing
Inventory
Lookup Clerk by Code
Monthly Rx Cost Compilation
Pharmacist Enter/Edit
Purge Drug Cost Data
Recompile AMIS Data
Site Parameter Enter/Edit
View Provider

Add New Providers

[PSO PROVIDER ADD]

This option allows you to enter new providers. If at the “Enter NEW PERSON’s name” prompt the name entered is repeated and you are returned to the menu, the provider name entered is already in the file. You must then use the *Edit Provider* option to change existing provider entries.

Daily Rx Cost

[PSO COSTDAY]

This option is used to compile pharmacy daily costs.

Delete a Prescription

[PSO RXDL]

Using this option a prescription status can be changed to deleted. Deleted prescriptions do not appear on any profiles.



A released prescription can only be deleted after it has been returned to stock.

Edit Provider **[PSO PROVIDER EDIT]**

Edit existing provider entries with this option in the NEW PERSON file (#200).



If the inactive date given for the provider passes, the provider can no longer be used when entering a new Rx. However, the provider will still be available for refills beyond the inactivation date.

Initialize Rx Cost Statistics **[PSO COSTINIT]**

This option allows the manager to initialize the system to automatically compile cost data for one day or a range of days.

The default date is today plus 1 at 1:00 a.m. (T+1@01:00). The date on the screen represents either a default date/time if the option has never been queued, or the current date/time this option has already been queued to run.

Inter-Divisional Processing **[PSO INTERDIV]**

You can permit or prevent processing between divisions with this option.

Inventory **[PSO INVENTORY]**

Use to update the current inventory or set up a starting count of inventory for the pharmacy.



The ORDER UNIT file (#51.5) does not come with data. You must populate this file with your own data.

Look-up Clerk by Code **[PSO CLERK]**

You identify the clerk by entering the identifying number. Clerk code filing uses the internal identifying number of the clerk, which is determined at sign-on time and does not change.

Monthly Rx Cost Compilation **[PSO COSTMONTH]**

You use this option to gather information for reports of monthly pharmacy costs.

Pharmacist Enter/Edit [PSO RPH]

This option allows pharmacists to be identified to the system. Enter the name of the new pharmacist at the "Select Pharmacist" prompt. When the PSORPH key is shown as a default, press return. This enters the pharmacist into the file and gives him/her the PSORPH security key. To delete a pharmacist, enter the name, then enter an @ symbol at the "KEY" prompt and press return.

Purge Drug Cost Data [PSO PURGE DRUG COST]

To purge drug cost data from the DRUG COST file (#50.9) enter a starting and ending date. Then choose to run this job immediately or queue it.

Example: Purge Drug Cost Data

Select Maintenance (Outpatient Pharmacy) Option: PURGE Drug Cost Data

Purge Cost Data Starting: FEB 1997// <RET> (FEB 1997)

Purge Cost Data Ending: 3/97 (MAR 1997)

Are you sure you want to purge cost data
from 02/00/97 to 03/00/97? NO// Y YES

Do you want this option to run IMMEDIATELY or QUEUED? Q// <RET> QUEUED

Requested Start Time: NOW// <RET> (MAY 06, 1997@10:31:23)

Task #223079 QUEUED.

Recompile AMIS Data [PSO AMIS RECOMPILE]

You can gather together AMIS data from various sources with this option. It is recommended that this job should be queued to run during off-peak hours or at a time that is convenient for the site.

Site Parameter Enter/Edit [PSO SITE PARAMETERS]

You establish and edit parameters for the Outpatient Pharmacy software application with this option.

View Provider [PSO PROVIDER INQUIRE]

This option provides you with a way to quickly look up basic data for a single provider.

Using the Suspense Functions

Suspense Functions [PSOPND]

The *Suspense Functions* menu allows the user to print or delete various entries in the suspense file and print out statistics about entries in the suspense file. This file contains prescription labels that have been suspended for printing at a later time. Each prescription label has with it an associated suspense date which is the same as the fill or refill date.

There are eight *Suspense Functions* options that allow you to manipulate the data in the suspense file.

- Auto-delete from Suspense*
- Change Suspense Date*
- Count of Suspended Rx's by Day*
- Delete Printed Rx's from Suspense*
- Log of Suspended Rx's by Day (this Division)*
- Print from Suspense File*
- Pull Early from Suspense*
- Reprint Batches from Suspense*

Auto-delete from Suspense [PSO PNDEL]

Auto-delete from Suspense is the same option as the Version 6.0 option *Delete from Suspense File*. This option allows you to delete from the file the records of all the prescriptions which have already been printed prior to the user specified number of days. This specified number of days must be set from 7 to 90 days at the "DAYS PRINTED RX STAYS IN 52.5" prompt in the *Site Parameter Enter/Edit* option. The task is set to run every 7 days at the user specified time. The user may also requeue or dequeue this task using this option. Once a prescription is deleted from suspense, it cannot be reset for reprinting. This option will delete based on the date the Rx was printed from suspense, not the date that it was originally suspended for. The reason for this is that one batch may print on a certain day with Rx's with different original suspense dates. This job will therefore never delete only part of a printed batch.

Example of Auto-delete from Suspense

Select Suspense Functions Option: Auto-delete from Suspense

Edit Option Schedule

Option Name: PSO PNDL1

Menu Text: Auto-delete from Suspense

TASK ID: 198325

QUEUED TO RUN AT WHAT TIME: SEP 10, 1996@23:00

DEVICE FOR QUEUED JOB OUTPUT:

QUEUED TO RUN ON VOLUME SET:

RESCHEDULING FREQUENCY: 7D

TASK PARAMETERS:

SPECIAL QUEUEING:

COMMAND:

Press <PF1>H for help

Insert

Change Suspense Date [PSO PNDCHG]

This option allows you to change the suspense date for a specific prescription or all prescriptions for a patient. The new suspense date will become the fill/refill date automatically. You are also given the opportunity to delete a specific prescription, or all prescriptions for a patient, from suspense while in this option. If a refill is deleted from suspense that has not yet been printed, the refill information will be deleted from the prescription, and the various fill dates will be adjusted accordingly. This option does not produce a label.

Count of Suspended Rx's by Day [PSO PNDCNT]

This option allows you to print a list showing the total number of prescriptions in the suspense file for every day in the time period which you specify.

This option can help the pharmacy anticipate the workload for particular days.

Delete Printed Rx's from Suspense [PSO PNDPRI]

With this option you can delete printed Rx's from suspense manually. Basically, it does the same thing as the Auto-delete from Suspense option, but it prompts you to delete a single Rx, all Rx's for one patient, all Rx's for a given date range, or all Rx's that have printed in a batch.

A batch is the group of labels that printed for a particular Print from Suspense File job. For example, if for one day, the *Print from Suspense File* option is queued 3 times, you will have 3 printed batches for that day. (See the *Print from Suspense File* option.)

If it is necessary to reset and reprint the suspense labels and you only want selected labels, you can delete those you do not want from the batch. The deleted labels will not be reprinted as part of the batch.

Log of Suspended Rx's by Day (this Division) [PSO PNDLOG]

By using this option the manager can print a report by division of all suspended prescriptions sorted either by patient or identification number. The log contains the prescription number, patient name, drug name, type, and print status.

Print from Suspense File [PSO PNDLBL]

This option allows you to print labels from the suspense file. First, enter the print through date. Any prescriptions with a suspense date on or before the date entered will print. Additionally, if a patient has at least one prescription on or before the date you have entered, any other prescriptions for that patient that are in suspense will be printed for the site parameter specified number of days to be pulled from suspense.

For example, if you enter today's date and Patient A has a prescription to be printed through the date you have entered, all of Patient A's Rx's between the date you have entered plus the number of days set in your site parameter will be printed. If there are no prescriptions for Patient A through the date you have entered, no labels will print.

Labels can be sorted by patient name, SSN or DEA Special Handling. If you sort by DEA, you must then sort by patient name or SSN. Sorting by DEA will send the labels to the printer in three groups. The first group will contain all the prescriptions with drugs that contain an A (narcotics and alcoholics) or a C (controlled substances-non narcotic) in the DEA Special Handling field. The second group will contain all the prescriptions with drugs containing an S (supply) in the DEA Special Handling field. The third group will contain all others. If a patient has prescriptions in suspense that fall in all three categories, that patient's labels will be printed three times, once in each group.

Only one job is tasked for all of the prescriptions in the batch; therefore, if the job is queued by mistake, you only need to undo one tasked job. Any Rx that is put in suspense for the "Print Through Date" between the time the job was queued until the time it actually runs will be included in the job.

Labels for each job printed from suspense will be part of a batch. Each batch is identified by the Division, the user who queued the batch, and the date/time that the job was queued to begin.



Rx's pulled early from suspense will not be part of a batch, so they will not be able to be reprinted through the *Reprint Batches from Suspense* option.

A short profile for every patient for whom you are printing a label for a new prescription will also be printed if your Profile with New Prescriptions site parameter is set to yes.



If a patient has partial prescriptions with regular fills, only one set of trailing documents will print for that patient. (In Version 6.0 trailer documents were printed after each partial.)

Pull Early from Suspense [PSO PNDRX]

This option is used to pull a specific prescription or all prescriptions for a patient early. If an Rx is pulled early using this option, it will not be associated with any printed batch. You will not be able to reprint a label with the *Reprint Batches from Suspense* option if the Rx has been pulled early suspense. In addition, you are also able to edit Method of Pickup. Also, there is no longer a "DELETE FROM SUSPENSE PROMPT." That prompt has been changed to "Pull Rx(s) and delete from Suspense." You must answer Yes to this prompt to pull the Rx's, and they will always be deleted from suspense. Since Rx's that are pulled early from suspense do not belong to any printed batch and cannot be reprinted from suspense, there is no reason to leave them in suspense.



If the routing is changed to window when pulling from suspense early, and you are using the bingo board, those prescriptions will be sent to the bingo board.

**Reprint Batches from Suspense
[PSO PNRPT]**

This option enables you to reset the suspense file so that labels in a batch that have already been printed once can be printed again. This option is useful if certain portions of the previously printed labels are unusable.

You are prompted for a date range, and within the date range entered you are shown all of the batches that have printed from suspense and all the labels associated with each batch. Next, you can choose to reprint any number of batches. Whichever batch or batches you choose to reprint, only the labels printed with that batch will be reprinted in the same order they were printed originally. If a prescription or prescriptions have been deleted using the *Delete Printed Rx's from Suspense* option they will be excluded from the batch to be reset and reprinted.



Rx's pulled early from suspense will not be part of a batch, so they will not be able to be reprinted through the *Reprint Batches from Suspense* option.

**Update Patient Record
[PSO PAT]**

Using the *Update Patient Record* option you can add a new patient to the system or update the current patient information in the computer.

Verifying Prescriptions

Verification [PSO VER]

The Verification menu is used by pharmacists to verify prescriptions with a non-verified status; obtain a listing of those remaining non-verified prescriptions; or calculate the number of non-verified prescriptions by entering the patient or the clerk.

List Non-Verified Scripts
Non-Verified Counts
Rx Verification by Clerk

If the verification site parameter is set to yes, new prescriptions entered by a non-pharmacist (i.e., someone who does not hold the PSORPH key) will be put in a non-verified status, entered into the non-verified orders file, and will not be made active (nor will labels be printed) until they are reviewed and verified by a pharmacist. Once new and renewed prescriptions for a patient are verified, all labels for that patient will be printed together. If a patient has refills only, these labels will be printed as they are entered.

A pharmacist may choose to verify all entries made by a particular technician rather than all the prescriptions for an individual patient.



Prescriptions in a non-verified status can not be canceled, edited, or deleted through the usual options. If a non-verified prescription is autocanceled on admission, it can be reinstated, but it returns to the non-verified status.

List Non-Verified Scripts [PSO VRPT]

By using this option you can obtain a list by patient or entering clerk of all prescriptions remaining in a status of non-verified.

Non-Verified Counts [PSO NVCNT]

This option allows you to obtain a count of the number of prescriptions remaining in a status of non-verified.

Rx Verification by Clerk [PSO VR]

This option verifies prescriptions in the non-verified status by entering the clerk.

Chapter Two: Pharmacist Menu

Pharmacist Menu

The options shown in this chapter have been previously presented in other parts of this manual, but are being repeated here so that this section can be removed for the pharmacist assigned the PSO USER1 menu.

Bingo Board User
Change Suspense Date
DUE Supervisor
Enter/Edit Clinic Sort Groups
External Interface Menu...
Medication Profile
Pharmacy Intervention Menu
Print from Suspense File
Process Drug/Drug Interactions
Pull Early from Suspense
Release Medication
Return Medication to Stock
Rx (Prescriptions)
Update Patient Record
Verification

Using the Bingo Board

Bingo Board User **[PSO BINGO USER]**

This menu enables you to use the bingo board display. The options on this menu allow you to display, enter, or remove a patient's name or a number from the bingo board display located in the pharmacy area.

When the routing for an order is set to window, the entering of prescription orders stores information in the bingo board PATIENT NOTIFICATION (RX READY) file (#52.11). For new, renew, pull early from suspense, refill orders, barcode refill/renew, and finish process for orders entered via CPRS, the date and time is captured when the order is stored in this file. The same occurs for partials, except the time is captured when you enter a prescription number.

Releasing the prescription places the name or ticket number of the patient on the bingo board monitor if a display group exists and stores data in the WAITING TIME file (#59.2). The options on this menu are used to manually enter, display, or remove a patient's name or number from the monitor.

Enter New Patient
Display Patient's Name on Monitor
Remove Patient's Name from Monitor
Status of Patient's Order

Enter New Patient **[PSO BINGO NEW PATIENT]**

Use this option to manually enter the name of a new patient on the bingo board. You must also enter each Rx # for the patient's order.

A "Ticket #" prompt appears if ticket number was chosen as the method of display in the *Enter/Edit Display* option on the *Bingo Board Manager* menu. You will enter the ticket number and at the next prompt you will enter each of the Rx numbers for that patient.

Display Patient's Name on Monitor **[PSO BINGO DISPLAY PATIENT]**

You use this option to begin displaying the name or number of a patient whose prescription is ready. The message, "PRESCRIPTIONS ARE READY FOR:" has been added as fixed text to the display screen.

Remove Patient's Name from Monitor **[PSO BINGO DELETE PATIENT]**

After the patient picks up the prescription, you can remove the name or ticket number from the display either manually or through the barcode reader.



It is recommended that you remove a patient's name from the monitor as soon as the prescription is picked up.

Status of Patient's Order **[PSO BINGO STATUS]**

This option enables you to check the number of prescriptions a patient has ready, the division, time in/time out, and the prescription number(s). There are four possible statuses:

- 1) Pending - Active order input via CPRS that is in the PENDING OUTPATIENT ORDERS file (#52.41).
- 2) Being Processed - Order that is in the PATIENT NOTIFICATION file (#52.11), but not displayed.
- 3) Ready For Pickup - Order that is in the PATIENT NOTIFICATION (RX READY) file (#52.11) and is being displayed.
- 4) Picked Up - Order that has been picked up.

Example: Status of Patient's Order

Select Bingo Board User Option: Status of Patient's Order

Enter Patient Name: ZOOM,BILLY 02-23-53 231447629 NO NSC VETERAN

ZOOM,BILLY has the following orders for 10/31/96

Being Processed: ***Entered on OCT 31, 1996***

Division: GENERAL HOSPITAL Time In: 10:27 Time Out:
Rx #: 500416,

Pending:

Orderable Item: ACETAMINOPHEN	Provider: FINE,LARRY
Entered By: CLERK,DEBRA	Time In: 10/31/96@06:46
Drug: ACETAMINOPHEN 325MG TAB UD	Routing: MAIL

Ready For Pickup:

Division: GENERAL HOSPITAL Time In: 10:36 Time Out: 10:46
Rx #: 1022731,

Enter Patient Name: <RET>

Change Suspense Date [PSO PNDCHG]

This option allows you to change the suspense date for a specific prescription or all prescriptions for a patient. The new suspense date will become the fill/refill date automatically. You are also given the opportunity to delete a specific prescription, or all prescriptions for a patient, from suspense while in this option. If a refill is deleted from suspense that has not yet been printed, the refill information will be deleted from the prescription, and the various fill dates will be adjusted accordingly. This option does not produce a label.



When processing a drug/drug interaction the profile will list the status of the interacting drugs as pending (P).

Evaluating Drug Usage

DUE Supervisor [PSOD SUPERVISOR]

This menu provides you with options to create a questionnaire based on the criteria of a Drug Usage Evaluation. Then you can print an answer sheet for the provider's use in answering the questionnaire. The answer sheet can be printed and distributed to the clinic so that the provider may complete it when ordering a medication being evaluated. An answer sheet can also be generated (optional) when a patient's Action Profile prints, if the profile contains a medication being evaluated. The provider's responses can be entered into the DUE ANSWER SHEET file (#50.0731).

- 1 *Enter a New Answer sheet*
- 2 *Edit an Existing Answer Sheet*
- 3 *Create/Edit a Questionnaire*
- 4 *Batch Print Questionnaires*
- 5 *DUE Report*

Enter a New Answer Sheet [PSOD CREATE ANSWER SHEET]

In this option you can enter answers to a DUE Questionnaire. This creates an answer sheet entry in the DUE ANSWER SHEET file (#50.0731). These answer sheets can be kept online for statistical and/or compliance studies. Answer sheets are stored in the file using a sequence number. This number is automatically generated by the computer and should be written on the hard copy of the answer sheet immediately so that it can be used later in editing or deleting the entry.

Edit an Existing Answer Sheet [PSOD EDIT ANSWER SHEET]

Edit a DUE Answer Sheet entry using this option. Ordinarily, you would have the sequence number available when editing the Answer Sheet; however, you can search the file if the provider, drug, or questionnaire is known by typing ^S at the "SEQUENCE NUMBER" prompt. The search displays all of the entries containing the combination of provider, drug, or questionnaire used in the search.

Create/Edit a Questionnaire [PSOD DUE BUILD QUESTIONNAIRE]

To create a questionnaire, you must first select one or more drugs being evaluated. After selecting the drugs you create a set of questions to be used on the questionnaire. You do not have to add these questions to the DUE QUESTION file (#50.0732) since they are being added through this option. You must mark the questionnaire as Active and Active for Profiles

for the Answer Sheet to automatically print with the Action Profiles.

A summary can be printed for the questionnaire using the *DUE Report* option. For this reason, in creating a questionnaire you should strive to make each question a yes, no, unknown type question. Questions having a free text or numeric type answer are ignored in the summary.



The "PRINT DUE QUESTIONNAIRE site parameter needs to be set to yes for the questionnaire to print with the Action Profile.

Batch Print Questionnaires **[PSOD BATCH PRINT QUESTINNAIRE]**

To print a blank form of a selected questionnaire enter the number of copies and a printer device. These questionnaire answer sheets can be distributed to providers to complete when ordering medications being evaluated.

DUE Report **[PSOD DUE SORT AND PRINT]**

This report displays entries from the DUE ANSWER SHEET file (#50.0731). You can get a summary of this report, showing the number of answer sheets, number of questionnaires, and a breakdown of all yes/no/unknown type questions. This breakdown shows each question number and the number of times it was answered yes/no/unknown, or unanswered. For this reason, a creator of a questionnaire should strive to make each question a yes/no/unknown type question. Questions having a free text or numeric type answer are ignored in the summary.

Enter/Edit Clinic Sort Groups **[PSO SETUP CLINIC GROUPS]**

This option enables you to identify a group of clinics that will print together for the action/informational profiles.

Example:

Select Pharmacist Menu Option: ENTer/Edit Clinic Sort Groups

Select Clinic Sort Group: ?

Answer with OUTPATIENT CLINIC SORT GROUP NAME

Choose from:

CLINIC 1
Clinic 2

You may enter a new OUTPATIENT CLINIC SORT GROUP, if you wish
Answer must be 3-30 characters in length.

Select Clinic Sort Group: CLINIC 3

Are you adding 'CLINIC 3' as

a new OUTPATIENT CLINIC SORT GROUP (the 6TH)? Y (Yes)

NAME: CLINIC 3// <RET>

Select SORT GROUPS: ?
Answer with SORT GROUP SORT GROUPS
 You may enter a new SORT GROUP, if you wish
 Enter name of clinic to be included in the sort group.
Answer with HOSPITAL LOCATION NAME, or ABBREVIATION
Do you want the entire 122-Entry HOSPITAL LOCATION List? N (No)
Select SORT GROUPS: 2 EAST
 Are you adding '2 EAST' as a new SORT GROUP (the 1ST for this
OUTPATIENT CLINIC SORT GROUP)? Y (Yes)
Select SORT GROUPS: <RET>

Using the Interface Menu

External Interface Menu

[PSO EXTERNAL INTERFACE]



This menu is locked with the PSOINTERFACE key. The PSOINTERFACE key should be assigned to all persons responsible for performing these functions.

This menu contains options for using an external interface device.

Purge External Batches
Reprint External Batches
View External Batches

Purge External Batches

[PSO INTERFACE PURGE]

This option purges entries from the PHARMACY EXTERNAL INTERFACE file (#52.51).

Example: Purge External Batches

```
Select External Interface Menu Option: Purge External Batches
Enter cutoff date for purge of External Interface file: T-7 (FEB 28, 1997)

Purge entries that were not successfully processed? NO// <RET>

Purge queued to run in background.

Select External Interface Menu Option: <RET>
```

Reprint External Batches

[PSO INTERFACE REPRINT]

This option enables the reprinting of labels for batches of prescriptions that have been sent to the external interface.

Example: Reprint External Batches

```
Select External Interface Menu Option: Reprint External Batches
Enter a date/time range to see all batches sent to the External Interface.

Start date/time: T-7 (FEB 28, 1997)
End date/time: T (MAR 07, 1997)
Gathering batches, please wait...
```

```
BATCH      QUEUED TO PRINT ON:      PATIENT:      BROWNS PLACE
-----
```


1	FEB 28,1997@08:06:14	GRAY,JENNIFER
2	FEB 28,1997@08:10:56	GRAY,JENNIFER
3	FEB 28,1997@08:19:20	FRANKS,GERALDINE
4	FEB 28,1997@08:38:17	SATTERWHIT,JOE
5	FEB 28,1997@08:50:32	DAVIS,IRWIN
6	FEB 28,1997@09:15:35	DAVIS,IRWIN
7	FEB 28,1997@09:33:48	BRAVO,DINO
8	FEB 28,1997@09:39:31	BRECKINRIDGE,JOHN C
9	FEB 28,1997@10:36:51	ASPELIN,CAROL
10	FEB 28,1997@11:12:07	DRUCKER,SAM
11	FEB 28,1997@12:23:22	DRUCKER,SAM
12	FEB 28,1997@12:30:16	DRUCKER,SAM
13	FEB 28,1997@12:43:32	DRUCKER,SAM
14	FEB 28,1997@13:37:24	KREIS,JANE
15	FEB 28,1997@13:46:07	HOOLIHAN,ROBERT

Select Batch(s) to reprint: (1-15): 5,6

Batches selected for Reprint are:

Batch 5 Queued for FEB 28,1997@08:50:32 by CONNER,LAWRENCE
 Batch 6 Queued for FEB 28,1997@09:15:35 by CONNER,LAWRENCE

Before Reprinting, would you like a list of these prescriptions? N// <RET> 0

Are you sure you want to Reprint labels? Y// <RET> ES..

Select LABEL DEVICE: *[Select Print Device]*

LABEL(S) QUEUED TO PRINT!

Select External Interface Menu Option: <RET>

View External Batches [PSO INTERFACE VIEW]

With this option you can view batches of prescriptions that have printed from the external interface.

Example: View External Batches

Select External Interface Menu Option: View External Batches

Enter a date/time range to see all batches sent to the External Interface.

Start date/time: T-7 (FEB 28, 1997)

End date/time: T (MAR 07, 1997)

Gathering batches, please wait...

BATCH	QUEUED TO PRINT ON:	PATIENT:	BROWNS PLACE
1	FEB 28,1997@08:06:14	GRAY,JENNIFER	
2	FEB 28,1997@08:10:56	GRAY,JENNIFER	
3	FEB 28,1997@08:19:20	FRANKS,GERALDINE	
4	FEB 28,1997@08:38:17	SATTERWHIT,JOE	

Pharmacist Menu

5	FEB 28,1997@08:50:32	DAVIS,IRWIN
6	FEB 28,1997@09:15:35	DAVIS,IRWIN
7	FEB 28,1997@09:33:48	BRAVO,DINO
8	FEB 28,1997@09:39:31	BRECKINRIDGE,JOHN C
9	FEB 28,1997@10:36:51	ASPELIN,CAROL
10	FEB 28,1997@11:12:07	DRUCKER,SAM
11	FEB 28,1997@12:23:22	DRUCKER,SAM
12	FEB 28,1997@12:30:16	DRUCKER,SAM
13	FEB 28,1997@12:43:32	DRUCKER,SAM
14	FEB 28,1997@13:37:24	KREIS,JANE
15	FEB 28,1997@13:46:07	HOOLIHAN,ROBERT

Select Batch(s) to view: (1-15): 5,6

Batches selected for Viewing are:

Batch 5 Queued for FEB 28,1997@08:50:32 by CONNER,LAWRENCE

Batch 6 Queued for FEB 28,1997@09:15:35 by CONNER,LAWRENCE

Print list to the screen or to a printer: (S/P): Screen// <RET>

Enter RETURN to continue or '^' to exit: <RET>

RX #	NAME -> DAVIS,IRWIN	BATCH 5
2820	NADOLOL 40MG TAB	ACTIVE

Enter RETURN to continue or '^' to exit: <RET>

RX #	NAME -> DAVIS,IRWIN	BATCH 6
2821	MICONAZOLE NITRATE 2% LOT 60ML	ACTIVE
END OF LIST		

Enter a date/time range to see all batches sent to the External Interface.

Start date/time: <RET>

Select External Interface Menu Option: <RET>

Medication Profile [PSO P]

The report displays a profile of all prescriptions on file for a particular patient. You may view this information directly on the your screen or request it to be printed.

The medication profile is available in two formats. The short format contains the following fields: patient name, address, SSN, DOB, eligibility, narrative, reactions, prescriptions, Rx number, drug name, SIG, status, quantity, issue date, last fill date, and refills remaining. The long format contains all information contained on the short format and the following additional fields: physician's name, clerk code, fill date, total allowable refills, dates of refills, and partial fills, whether the prescription was filled at the pharmacy window or by mail, and which division filled it.

The short format displays the status in an abbreviated form. The following is an explanation of the codes: A (Active), DC (Discontinued), E (Expired), H (Hold), N (Non Verified), P (Pending due to drug interactions), and S (Suspended).




If the prescription has been returned to stock, the letter (R) will appear next to the last fill date.

Pharmacy Intervention

Pharmacy Intervention Menu [PSO INTERVENTION MENU]

The *Pharmacy Intervention Menu* enables you to enter, edit, print, delete, or view interventions in the APSP INTERVENTION file (#9009032.4).

 This menu is locked with the PSORPH key.

Enter Pharmacy Intervention
Edit Pharmacy Intervention
Print Pharmacy Intervention
Delete Intervention
View Intervention

Enter Pharmacy Intervention [PSO INTERVENTION NEW ENTRY]

When it is necessary to interrupt the filling of a prescription to contact the provider in order to change, clarify, or cancel the prescription, you use this option to add a new intervention entry into the APSP INTERVENTION file (#9009032.4).

Edit Pharmacy Intervention [PSO INTERVENTION EDIT]

Using this option, you can edit an already existing entry in the APSP INTERVENTION file (#9009032.4).

Print Pharmacy Intervention [PSO INTERVENTION PRINT]

You can print a captioned printout of pharmacy interventions for a certain date range. The report prints out on normal width paper and can be queued to print at a later time.

The subtotal on this report represents the number of interventions for a specific type of intervention where the recommendation for the intervention was accepted. The total is the sum of all interventions in which the recommendation was accepted.

The subcount on this report is the number of interventions for a specific type of intervention over the specific date range. The count is the total number of all interventions over the specific date range.

Delete Intervention [PSO INTERVENTION DELETE]

Using this option you can delete an intervention from the APSP INTERVENTION file (#9009032.4). You can only delete an intervention on the same day that it was entered.

View Intervention **[PSO INTERVENTION VIEW]**

This option displays on your screen pharmacy interventions in a captioned format. You can view more than one intervention at a time.

Print from Suspense File **[PSO PNDLBL]**

This option allows you to print labels from the suspense file. First, enter the print through date. Any prescriptions with a suspense date on or before the date entered will print. Additionally, if a patient has at least one prescription on or before the date you have entered, any other prescriptions for that patient that are in suspense will be printed for the site parameter specified number of days to be pulled from suspense.

For example, if you enter today's date and Patient A has a prescription to be printed through the date you have entered, all of Patient A's Rx's between the date you have entered plus the number of days set in your site parameter will be printed. If there are no prescriptions for Patient A through the date you have entered, no labels will print.

Labels can be sorted by patient name, SSN or DEA Special Handling. If you sort by DEA, you must then sort by patient name or SSN. Sorting by DEA will send the labels to the printer in three groups. The first group will contain all the prescriptions with drugs that contain an A or a C in the DEA Special Handling field. The second group will contain all the prescriptions with drugs containing an S in the DEA Special Handling field. The third group will contain all others. If a patient has prescriptions in suspense that fall in all three categories, that patient's labels will be printed three times, once in each group.

Only one job is tasked for all of the prescriptions in the batch; therefore, if the job is queued by mistake, you only need to undo one tasked job. Any Rx that is put in suspense for the "Print Through Date" between the time the job was queued until the time it actually runs will be included in the job.

Labels for each job printed from suspense will be part of a batch. Each batch is identified by the Division, the user who queued the batch, and the date/time that the job was queued to begin.



Rx's pulled early from suspense will not be part of a batch, so they will not be able to be reprinted through the *Reprint Batches from Suspense* option.

A short profile for every patient for whom you are printing a label for a new prescription will also be printed if your Profile with New Prescriptions site parameter is set to yes.



If a patient has partial prescriptions with regular fills, only one set of trailing documents will print for that patient. (In Version 6.0 trailer documents were printed after each partial.)

Process Drug/Drug Interactions [PSO INTERACTION VERIFY]

Using this option you can process information for medications that have been marked as a drug/drug interaction. This allows you to process, delete, or bypass prescriptions with drug/drug interactions. To complete any of these actions you must enter an assigned signature code which will not appear on the screen. It will then be verified or non-verified. The *Electronic Signature code Edit* option can be found under the *User's Toolbox* menu in Kernel V. 8.0.

Pull Early from Suspense [PSO PNDRX]

This option is used to pull a specific prescription or all prescriptions for a patient early. If an Rx is pulled early using this option, it will not be associated with any printed batch. You will not be able to reprint a label with the *Reprint Batches from Suspense* option if the Rx has been pulled early suspense. In addition, you are also able to edit Method of Pickup. Also, there is no longer a "DELETE FROM SUSPENSE PROMPT." That prompt has been changed to "Pull Rx(s) and delete from Suspense." You must answer Yes to this prompt to pull the Rx's, and they will always be deleted from suspense. Since Rx's that are pulled early from suspense do not belong to any printed batch and cannot be reprinted from suspense, there is no reason to leave them in suspense.

Release Medication [PSO RELEASE]

This option is used at the time the prescription is filled and ready to be given to the patient. Inventory is decreased, certain fields in the file are updated, and a copay is generated if the action is applicable to the prescription. With this option you can batch process prescriptions. Communication is made with the IFCAP and MCCR software to generate copay charges. IFCAP and MCCR software handle patient billing, tracking of charges, and payment received.

If a prescription has any status other than active or refill the user will be given one of the following error messages:

- Prescription has a status of (status) and is not eligible for release.
- Prescription was deleted.
- Improper barcode format.
- Non-existent prescription.

If you release a prescription and receive a message that the partial prescription was released and there is a refill that has not been released, you must re-enter the prescription number.



This is a mandatory function that must be used by the pharmacy.

Return Medication to Stock [PSO RETURNED STOCK]

Return to stock is used when a prescription has been released, but has been refused, not picked up, or not given to the patient for some reason. Comments can be entered to explain why the medication was returned to stock.

A prescription can only be returned to stock if the prescription status is Active, Canceled, Expired, or Released. If the prescription is not released, there is no need to return it to stock. This function increases the inventory so that a more current level is maintained by the Outpatient Pharmacy package and removes the copay charge if it is applicable to the prescription. It is highly recommended that you use this option.



If an original fill is returned to stock and reprinted, it can be released again.



If a refill is returned to stock, the refill is deleted so the patient will not lose it.

Ordering a Prescription

Rx (Prescriptions) **[PSO RX]**

Actions are taken on prescriptions with this menu. Options (renew, refill, edit, release, etc.) that previously appeared in Outpatient Pharmacy V. 6.0 now appear as actions in the *Patient Prescription Processing* option found on this menu.

Patient Prescription Processing
Barcode Rx Menu...
Complete Orders from OERR
Discontinue Prescription(s)
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Patient Prescription Processing **[PSO LM BACKDOOR ORDERS]**

This option is used to process outpatient medication with OERR V. 3.0. *Patient Prescription Processing* is found on the *Outpatient Pharmacy Manager Menu* and the *Pharmacist Menu* under the *Rx (Prescriptions)* option. This option uses List Manager features to allow the pharmacy manager and pharmacist to perform the following actions on a prescription without leaving this option.

- Enter a new Rx
- Discontinue
- Edit
- Refill
- Renew
- Hold
- Unhold
- Order a partial
- Release
- Reprint
- Copy
- Verify a prescription
- Show a profile
- View activity log
- Pull early from suspense

This option is also found on the *Pharmacy Technician's Menu*, but with limited actions. A pharmacy technician can only enter a new order, refill, copy, renew, reprint, release, order a partial, or pull early from suspense.

Actions are displayed in the action area of the screen. Actions with a parenthesis () around them are invalid actions for that order. A double question mark (??) displays all the actions available, including the outpatient pharmacy actions described in the section "Using List Manager." If you select one of the hidden actions and it is invalid, a message will display in the message window. Outpatient Pharmacy hidden actions are displayed with the letters OP next to the action.

Example 1: Entering a New Order

Select Pharmacist Menu Option: Rx (Prescriptions)
Orders to be completed: 2

Do you want an Order Summary:? No// YES

Pending Outpatient Medication Orders

Patients: 0 Window: 0 Mail: 0 Clinic: 0

Patient Prescription Processing
Barcode Rx Menu ...
Complete Orders from OERR
Discontinue Prescription(s)
List One Patient's Archived Rx's
Reprint an Outpatient Rx Label
View Prescriptions

Select Rx (Prescriptions) Option: Patient Prescription Processing
Select PATIENT NAME: ZOOM,Billy 02-23-53 231447629 NO
NSC VETERAN

Pharmacist Menu

Patient Information	Mar 19, 1996 13:20:06	Page:	1 of 1
ZOOM,BILLY PID: 231-44-7629 Ht(cm): 190.50 (02/25/96) DOB: FEB 23,1953 (43) Wt(kg): 115.64 (02/25/96) SEX: MALE			
Eligibility: OTHER FEDERAL AGENCY Disabilities: 66 ROCKABILLY LANE LOS ANGELES PHONE: 112 543 6700 CALIFORNIA 21344 Outpatient Narrative: NEW PATIENT AS OF 06-15-94 Allergies Verified: GRASS POLLEN Non-Verified: CODEINE Adverse Reactions Verified: PENICILLIN Non-Verified: THEOPHYLLINE			
Enter ?? for more actions			
EA Edit/Enter Allergy/ADR Data	PU Patient Record Update		
DA Detailed Allergy/ADR List	Ex Exit Patient List		
Select Action: Quit// <u><RET></u>			

Although the default is Quit at the "Select Action" prompt, a return at this prompt means quit the screen and go to the Medication Profile.

[Next Screen]

Medication Profile	Mar 19, 1996 13:21:16	Page:	1 of 1
ZOOM,BILLY PID: 231-44-7629 Ht(cm): 190.50 (02/25/96) DOB: FEB 23,1953 (43) Wt(kg): 115.64 (02/25/96)			
#	RX #	DRUG	QTY ST
			ISSUE DATE
			LAST REF DAY
			FILL REM SUP
-----ACTIVE-----			
1	129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5% 15ML A	03-19 03-19 11 30
Qty: 2			
Enter ?? for more actions			
PU Patient Record Update	NO New Order		
PI Patient Information	SO Select Order		
Select Action: Quit// <u>NO</u> New Order			

If a double question mark (??) had been entered at the above "Select Action" prompt, the following hidden actions would display in the action area.

The following actions are also available:

RP	Reprint (OP)	OTH	Other OP Actions	LS	Last Screen
RN	Renew (OP)	RD	Re Display Screen	FS	First Screen
DC	Discontinue (OP)	PL	Print List	GO	Go to Page
RL	Release (OP)	PS	Print Screen	+	Next Screen
RF	Refill (OP)	>	Shift View to Right	-	Previous Screen
PP	Pull Rx (OP)	<	Shift View to Left	ADPL	Auto Display(On/Off)
IP	Inpat. Profile (OP)	SL	Search List	UP	Up a Line
DN	Down a Line	QU	Quit		

PATIENT STATUS: OTHER FEDERAL// <RET>

DRUG: NADOLOL 40MG CV100 N/F TAB

Checking for Drug/Drug Interactions !

SIG: BID (TWICE A DAY)

QTY (TAB) : 60

DAYS SUPPLY: (1-90): 60// <RET>

OF REFILLS: (0-11): 11// <RET>

PROVIDER: FINE, LARRY

CLINIC: 1 WEST

MAIL/WINDOW: WINDOW// <RET> WINDOW

METHOD OF PICK-UP: <RET>

REMARKS: <RET>

ISSUE DATE: MAR 19,1996// <RET> (MAR 19, 1996)

FILL DATE: (3/19/96 - 99/99/99): MAR 19,1996// (MAR 19, 1996)

Rx # 130 03/19/96
ZOOM,BILLY #60
TWICE A DAY

NADOLOL 40MG
FINE,LARRY CLERK,DIANA J
of Refills: 11

Is this correct? YES// <RET> [If no is entered at this prompt, see Example 2.]

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION			
POLICY		x	x
DUPLICATE			
REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN

WAS THE PATIENT COUNSELED: NO// Y YES

WAS COUNSELING UNDERSTOOD: NO// Y YES

Another New Order for ZOOM,BILLY? YES// <RET> YES

Example 2: Editing a New Order

New OP Order (ROUTINE)		Mar 19, 1996 13:27:36		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Orderable Item: NADOLOL TAB (1) Drug: NADOLOL 40MG (2) Patient Status: OTHER (3) Issue Date: MAR 19,1996 (4) Fill Date: MAR 19,1996 (5) SIG: TWICE A DAY (6) Days Supply: 30 (7) QTY: 60 (8) # of Refills: 11 (9) Routing: WINDOW (10) Clinic: 1 WEST (11) Provider: FINE,LARRY (12) Copies: 1 (13) Remarks: Entry By: CLERK,DIANA Entry Date: MAR 19,1996 13:27:34					
Enter ?? for more actions					
AC Accept		ED Edit			
Select Item(s): Quit// ED Edit [Or you may enter the field(s), e.g., 1,5,7]					
Select Field to Edit by number: (1-13): 5 [You may choose several fields at this prompt (e.g., 3,5,7).]					
SIG: BID// T1 PO BID					

Once your changes have been entered the screen redisplay with your changes and you can accept the order or edit the order again.

New OP Order (ROUTINE)		Mar 19, 1996 13:28:50		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Orderable Item: NADOLOL TAB (1) Drug: NADOLOL 40MG (2) Patient Status: OTHER (3) Issue Date: MAR 19,1996 (4) Fill Date: MAR 19,1996 (5) SIG: TAKE ONE BY MOUTH TWICE A DAY (6) Days Supply: 30 (7) QTY: 60 (8) # of Refills: 11 (9) Routing: WINDOW (10) Clinic: 1 WEST (11) Provider: FINE,LARRY (12) Copies: 1 (13) Remarks: Entry By: CLERK,DIANA Entry Date: MAR 19,1996 13:28:48					
Enter ?? for more actions					
AC Accept		ED Edit			
Select Item(s): Quit// AC Accept					

If you accept the order, the prescription is checked for drug/drug interactions and if none exist, you are prompted for nature of order, counseling, and another new order.

Checking for Drug/Drug Interactions !

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E. Signature	Print Chart Copy	Print on Summary
WRITTEN			X
VERBAL	X	X	X
TELEPHONED	X	X	X
SERVICE CORRECTION POLICY		X	X
DUPLICATE REJECTED			

Nature of Order: WRITTEN// <RET> WRITTENWAS THE PATIENT COUNSELED: NO// Y YESWAS COUNSELING UNDERSTOOD: NO// Y YESAnother New Order for ZOOM,BILLY? YES// N NO

If your response is no, the Medication Profile screen will be displayed.

Medication Profile	Mar 19, 1996 13:29:49	Page:	1 of 1
--------------------	-----------------------	-------	--------

ZOOM,BILLY

PID: 231-44-7629

DOB: FEB 23,1953 (43)

Ht (cm): 190.50 (02/25/96)

Wt (kg): 115.64 (02/25/96)

#	RX #	DRUG	QTY	ST	ISSUE DATE	LAST FILL	REF REM	DAY SUP
-----ACTIVE-----								
1	130\$	NADOLOL 40MG	60	A	03-19	03-19	11	30
2	129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5%	15ML	A	03-19	03-19	11	30
			Qty: 2					

Enter ?? for more actions

PU Patient Record Update	NO New Order
PI Patient Information	SO Select Order

Select Action: Quit//<RET>

Example 3: Using the Copy Action

Copy is a hidden action which is new to outpatient pharmacy. With this action you can copy an order and edit any field.

Medication Profile		Mar 19, 1996 13:42:17		Page: 1 of 1		
ZOOM,BILLY						
PID: 231-44-7629		Ht (cm): 190.50		(02/25/96)		
DOB: FEB 23,1953 (43)		Wt (kg): 115.64		(02/25/96)		
#	RX #	DRUG	QTY	ST	ISSUE DATE	LAST REF DAY
-----ACTIVE-----						
1	130\$	NADOLOL 40MG	60	A	03-19	03-19 11 30
2	129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5% 15ML	A		03-19	03-19 11 30
Qty: 2						
Enter ?? for more actions						
PI Patient Information			SO Select Order			
Select Action: Quit// <u>so</u> Select Order [Or you may enter the order number, e.g., 1]						
Select Orders by number: (1-3): <u>1</u>						

OP Medications (ACTIVE)		Mar 19, 1996 13:42:55		Page: 1 of 2	
ZOOM,BILLY					
PID: 231-44-7629		Ht (cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt (kg): 115.64		(02/25/96)	
Rx #: 130\$					
(1)	Orderable Item:	NADOLOL TAB			
(2)	Drug:	NADOLOL 40MG			
(3)	SIG:	TAKE ONE BY MOUTH TWICE A DAY			
(4)	Patient Status:	OTHER			
(5)	Issue Date:	03/19/96	(6)	Fill Date:	03/19/96
	Last Fill Date:	03/19/96			
	Last Release Date:				
	Expires:	03/20/97	(7)	Lot #:	
(8)	Days Supply:	30	(9)	QTY:	60
(10)	# of Refills:	11		Remaining:	11
(11)	Provider:	FINE,LARRY			
(12)	Routing:	WINDOW	(13)	Copies:	1
	Method of Pickup:				
(14)	Clinic:	1 WEST			
(15)	Division:	GENERAL HOSPITAL (ED105)			
(16)	Pharmacist:	HOWARD,MORGAN			
	Patient Counseling:	YES			
	Remarks:	New Order Created due to the copying of Rx # 783.			
+ Enter ?? for more actions					
DC	Discontinue	PR	Partial	RL	Release
ED	Edit	RF	Refill	RN	Renew
Select Action: Next Screen// <u>co</u> CO					

If a double question mark (??) had been entered at the above "Select Action" prompt, the hidden actions on the following page would display in the action area.

The following actions are also available:

AL	Activity Logs (OP)	OTH	Other OP Actions	LS	Last Screen
VF	Verify (OP)	+	Next Screen	PL	Print List
CO	Copy (OP)	-	Previous Screen	PS	Print Screen
RP	Reprint (OP)	<	Shift View to Left	QU	Quit
HD	Hold (OP)	>	Shift View to Right	RD	Re Display Screen
UH	Unhold (OP)	ADPL	Auto Display(On/Off)	SL	Search List
PI	Patient Information	DN	Down a Line	UP	Up a Line
PP	Pull Rx (OP)	FS	First Screen		
IP	Inpat. Profile (OP)	GO	Go to Page		

Enter RETURN to continue or '^' to exit:

New OP Order (COPY)		Mar 19, 1996 13:43:41		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Orderable Item: NADOLOL TAB (1) Drug: NADOLOL 40MG (2) Patient Status: OTHER (3) Issue Date: MAR 19,1996 (4) Fill Date: MAR 19,1996 (5) SIG: TAKE ONE BY MOUTH TWICE A DAY (6) Days Supply: 30 (7) QTY: 60 (8) # of Refills: 0 (9) Routing: WINDOW (10) Clinic: 1 WEST (11) Provider: FINE,LARRY (12) Copies: 1 (13) Remarks: New Order Created due to the copying of Rx # 130. Entry By: CLERK,DIANA J Entry Date: MAR 19,1996 13:43:38					
Enter ?? for more actions					
AC Accept		ED Edit			
Select Item(s): Quit// <u>AC</u> Accept					

 DUPLICATE DRUG NADOLOL 40MG in Prescription: 130

Status: Active	Issued: 03/19/96
SIG: T1 PO BID	
QTY: 60	# of refills: 11
Provider: FINE,LARRY	Refills remaining: 11
	Last filled on: 03/19/96
	Days Supply: 30

Discontinue Rx # 130? YES RX has been Discontinued while entering new Rx.
 Now doing order checks. Please wait...

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION			
POLICY		x	x
DUPLICATE			
REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN
 WAS THE PATIENT COUNSELED: NO// <RET> NO

[The Medication Profile screen is redisplayed at this point.]

NAME	SSN	ID	ORDER
ZOOM,BILLY	231447629		
ZOOM,BILLY	231447629		A
ZOOM,BILLY	231447629		B
ZOOM,BILLY	231447629		C

Pharmacist Menu

Please advise the patient that the above ID # and/or ORDER Letter will be displayed with his/her name on the Bingo Display

LABEL: QUEUE/HOLD/SUSPEND or '^' to bypass Q// <RET> UEUE

LABEL(S) QUEUED TO PRINT

Select PATIENT NAME: <RET>

Select Rx (Prescriptions) Option: <RET>

Example 4: Renewing an Rx

This action allows the pharmacy manager or pharmacist to process renewals for existing orders.

[This example begins after you have selected an order from the Medication Profile screen.]

OP Medications (ACTIVE)	Mar 21, 1996 09:00:09	Page:	1 of 2
MADISON,DOLLY			
PID: 123-31-2354		Ht (cm): <u>162.56</u> (01/10/96)	
DOB: OCT 19,1950 (45)		Wt (kg): <u>49.63</u> (01/10/96)	
Rx #: 124			
(1) Orderable Item: AMPICILLIN CAP			
(2) Drug: AMPICILLIN 500MG CAP			
(3) SIG: TAKE ONE BY MOUTH EVERY SIX HOURS			
(4) Patient Status: SC			
(5) Issue Date: 03/12/96		(6) Fill Date: 03/12/96	
Last Fill Date: 03/12/96			
Last Release Date: 03/12/96			
Expires: 03/13/97		(7) Lot #:	
(8) Days Supply: 30		(9) QTY: 120	
(10) # of Refills: 5		Remaining: 5	
(11) Provider: CLERK,DIANA			
(12) Routing: WINDOW		(13) Copies: 1	
Method of Pickup:			
(14) Clinic: 1 WEST			
(15) Division: GENERAL HOSPITAL (ED105)			
(16) Pharmacist: HOWARD,MOE			
Patient Counseling: YES		Was Counseling Understood: NO	
Remarks: New Order Created due to the copying of Rx # 783.			
+ Enter ?? for more actions			
DC	Discontinue	PR	Partial
ED	Edit	RF	Refill
RL	Release	RN	Renew
Select Action: Next Screen// <u>RN</u> Renew			

FILL DATE: (3/21/96 - 99/99/99): TODAY// <RET> (MAR 21, 1996)

MAIL/WINDOW: WINDOW// <RET> WINDOW

METHOD OF PICK-UP: <RET>

Now Renewing Rx # 124 Drug: AMPICILLIN 500MG CAP

Now doing order checks. Please wait...

124A AMPICILLIN 500MG CAP QTY: 120
OF REFILLS: 5 ISSUED: 03-21-96 SIG: T1 PO Q6H FILLED: 05-01-96
ROUTING: WINDOW PHYS: CLERK,DIANA

Edit renewed Rx ? Y// <RET> ES

Prescription Renew	Mar 21, 1996 09:04:43	Page: 1 of 1
MADISON,DOLLY PID: 123-31-2354		
Ht(cm): <u>162.56</u> (<u>01/10/96</u>)		
Rx: 124A Drug: AMPICILLIN 500MG CAP Patient Status: SC (1) Issue Date: MAR 21,1996 (2) Fill Date: MAY 1,1996 SIG: TAKE ONE BY MOUTH EVERY SIX HOURS Days Supply: 30 QTY: 120 (3) # of Refills: 5 (4) Routing: WINDOW (5) Clinic: 1 WEST (6) Provider: CLERK,DIANA (7) Copies: 1 (8) Remarks: RENEWED FROM RX # 124 Entry By: CLERK,DIANA Entry Date: MAR 21,1996 09:04:40		
Enter ?? for more actions		
AC Accept	DC Discontinue	
BY Bypass	ED Edit	
Select Item(s): Quit// <u>ED</u> Edit [Or you may enter the field(s), e.g., 1,5,7]		

Select Field to Edit by number: (1-8): 5 [You may choose several fields at this prompt (e.g., 3,5,7).]

CLINIC: 1 WEST// 1 EAST

Prescription Renew	Mar 21, 1996 09:12:54	Page: 1 of 1
MADISON,DOLLY PID: 123-31-2354		
Ht(cm): <u>162.56</u> (<u>01/10/96</u>)		
Rx#: 124A Drug: AMPICILLIN 500MG CAP Patient Status: SC (1) Issue Date: MAR 21,1996 (2) Fill Date: MAY 1,1996 SIG: TAKE ONE BY MOUTH EVERY SIX HOURS Days Supply: 30 QTY: 120 (3) # of Refills: 5 (4) Routing: WINDOW (5) Clinic: 1 EAST (6) Provider: CLERK,DIANA (7) Copies: 1 (8) Remarks: RENEWED FROM RX # 124 Entry By: CLERK,DIANA Entry Date: MAR 21,1996 09:12:52		
Enter ?? for more actions		
AC Accept	DC Discontinue	
BY Bypass	ED Edit	
Select Item(s): Quit// <u>AC</u> Accept		

RX# 124A HAS BEEN SUSPENDED UNTIL 05-01-96.

Pharmacist Menu

Nature of Order: WRITTEN// ??

Nature of Order Activity -----	Require E.Signature -----	Print Chart Copy -----	Print on Summary -----
WRITTEN			X
VERBAL	X	X	X
TELEPHONED	X	X	X
SERVICE CORRECTION POLICY		X	X
DUPLICATE REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN
WAS THE PATIENT COUNSELED: NO// <RET> NO

Barcode Rx Menu
[PSO BARCODE MENU]

Using this menu, you can batch barcode refills and renewals of prescriptions and check the quality of the barcode print.

Barcode Batch Prescription Entry
Check Quality of Barcode

Barcode Batch Prescription Entry
[PSO BATCH BARCODE]

You enter refills or renewals by batch entry using barcodes with this option. Select either refills or renewals. Then fill in information for the prescriptions you are going to batch barcode, i.e., fill date, route, etc. Next you will begin wand the barcodes for the prescriptions to be refilled or renewed.

Check Quality of Barcode
[PSO BARCODE CHECK]

No action is taken on the prescription by using this option. You can use this option to check the quality of your printed barcodes or use it to practice using the barcode reader. After the barcode is scanned the barcode number will echo back on the screen and you will be returned to the "Read Barcode" prompt. No action is taken on the prescription by using this option.

The following are some common causes for failure of the barcode reader and how they can be corrected.

4. Barcode too faint (change printer ribbon)
5. Improper scanning (move the wand at a steady rate)
6. Defective barcode reader (replace the reader)

Complete Orders from OERR [PSO LMOE FINISH]

When a clinician has created an order for a patient, the pharmacist needs to finish and verify the order. This option is used to complete orders from Order Entry Results Reporting V. 3.0. This option uses the List Manager features.

Orders may be selected by patient, route, or priority. You may also exit out of the option at the "Select Orders By" prompt by entering an E.

Example of Finishing an Order from OERR

Select Outpatient Pharmacy Manager Option: RX (Prescriptions)

Orders to be completed: 2

Select Rx (Prescriptions) Option: COMplete Orders from OERR

Orders to be completed: 2

Select Orders By: (PA/RT/PR/E): PATIENT// <RET>

Process for All Patients

or for A Single Patient: (A/S/E): SINGLE// <RET>

Select Patient: BROWN,GEORGE 08-16-51 123457212 NO
NSC VETERAN



A question mark can be entered at the "Select Patient" prompt to get a list of patients with pending orders.

Patient Information	Jul 05, 1996 12:03:01	Page:	1 of 1
BROWN,GEORGE			
PID: 123-45-7212	Ht (cm): 189.63	<u><A></u> (03/02/96)	
DOB: AUG 16,1951 (43)	Wt (kg): 112.25	(03/02/96)	
ELIGIBILITY: NSC			
DISABILITIES:			
PHONE:			
CANNOT USE SAFETY CAPS.			
Allergies			
Verified: ALMONDS, BEE STINGS			
Non-Verified: ORANGE JUICE			
Adverse Reactions			
Verified: PENICILLIN			
Non-Verified: THEOPHYLLINE			
Enter ?? for more actions			
EA Edit/Enter Allergy/ADR Data	PU Patient Record Update		
DA Detailed Allergy/ADR List	EX Exit Patient List		
Select Item(s): Quit// <u><RET></u>	QUIT		



If an order is sent from OERR without a drug selected, and there is only one drug tied with this order item, that drug will be inserted in the DRUG field (#2 on the screen). If there is more than one drug tied with this order item, you will get the “No Dispense Drug Selected” message in the DRUG field (#2 on the screen) and you will have to select a drug to complete/finish the order.

1. ACETAMINOPHEN 325MG
2. ACETAMINOPHEN EXTRA STR 500MG

If the drug list is empty, a new orderable item should be selected or the order can be discontinued.

Select Drug by number: (1-2): **1**

December 1997

Example of an Activity Log

You can view the activity log once you have selected a completed or finished order.

OP Medications (ACTIVE)		Jul 06, 1996 10:44:31		Page: 1 of 2	
ABC, PATIENT					
PID: 123-14-1960		Ht (cm): 188.40		(12/02/95)	
DOB: DEC 14, 1960 (34)		Wt (kg): 109.10		(12/02/95)	
Rx #: 116\$					
(1)	Orderable Item: AMPICILLIN CAP				
(2)	Drug: AMPICILLIN 500MG CAP				
(3)	SIG: TAKE ONE BY MOUTH EVERY SIX HOURS				
(4)	Patient Status: SC				
(5)	Issue Date: 06/28/96		(6) Fill Date: 06/28/96		
	Last Fill Date: 06/28/96				
	Expires: 06/28/96		(7) Lot #:		
(8)	Days Supply: 7		(9) QTY: 30		
(10)	# of Refills: 5		Remaining: 5		
(11)	Provider: INPATIENT-MEDS, PHARMACIST				
(12)	Routing: WINDOW		(13) Copies: 1		
	Method of Pickup:				
(14)	Clinic: 1 WEST				
(15)	Division: GENERAL HOSPITAL (ED105)				
(16)	Pharmacist:				
+ Enter ?? for more actions					
DC	Discontinue	PR	Partial	RL	Release
ED	Edit	RF	Refill	RN	Renew
Select Item(s): Next Screen// <u>AL</u> AL					
Select Activity Log by number					
1.	Refill	2.	Partial		
3.	Activity	4.	Label	5.	All Logs: (1-5): <u>5</u>

[Continued on the next page.]

Pharmacist Menu

Rx Activity Log	Jul 06, 1996 09:54:24	Page: 1 of 2														
ABC,PATIENT PID: 123-14-1960 Ht(cm): 188.40 (12/02/95) DOB: DEC 14,1960 (34) Wt(kg): 109.10 (12/02/95)																
Rx #: 116 Original Fill Released: 06/28/96 Routing: Window																
Refill Log: <table border="1"> <thead> <tr> <th>#</th> <th>Log Date</th> <th>Refill Date</th> <th>Qty</th> <th>Routing</th> <th>Lot #</th> <th>Pharmacist</th> </tr> </thead> <tbody> <tr> <td colspan="7">There are NO Refills For this Prescription</td> </tr> </tbody> </table>			#	Log Date	Refill Date	Qty	Routing	Lot #	Pharmacist	There are NO Refills For this Prescription						
#	Log Date	Refill Date	Qty	Routing	Lot #	Pharmacist										
There are NO Refills For this Prescription																
Partial Fills: <table border="1"> <thead> <tr> <th>#</th> <th>Log Date</th> <th>Date</th> <th>Qty</th> <th>Routing</th> <th>Lot #</th> <th>Pharmacist</th> </tr> </thead> <tbody> <tr> <td colspan="7">There are NO Partial for this Prescription</td> </tr> </tbody> </table>			#	Log Date	Date	Qty	Routing	Lot #	Pharmacist	There are NO Partial for this Prescription						
#	Log Date	Date	Qty	Routing	Lot #	Pharmacist										
There are NO Partial for this Prescription																
Activity Log: <table border="1"> <thead> <tr> <th>#</th> <th>Date</th> <th>Reason</th> <th>Rx Ref</th> <th>Initiator Of Activity</th> </tr> </thead> <tbody> <tr> <td colspan="5">There's NO Activity to report</td> </tr> </tbody> </table>			#	Date	Reason	Rx Ref	Initiator Of Activity	There's NO Activity to report								
#	Date	Reason	Rx Ref	Initiator Of Activity												
There's NO Activity to report																
Label Log: <table border="1"> <thead> <tr> <th>#</th> <th>Date</th> <th>Rx Ref</th> <th>Printed By</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/28/96</td> <td>ORIGINAL</td> <td>CLERK,DIANA J</td> </tr> </tbody> </table> Comments: From RX number 116			#	Date	Rx Ref	Printed By	1	06/28/96	ORIGINAL	CLERK,DIANA J						
#	Date	Rx Ref	Printed By													
1	06/28/96	ORIGINAL	CLERK,DIANA J													
<i>[This shows an extended view of what you will see on your screen.]</i>																
Enter ?? for more actions																
Select Action:Quit// <u><RET></u>																



If this were a CMOP Rx the prompt will display as follows:

Select Activity Log by number
 1. Refill 2. Partial 3. Activity
 4. Label 5. CMOP Events 6. All Logs: (1-6): 6// <RET>

The Activity Logs will appear the same as the OP logs with the exception of the addition of a CMOP Event Log. An example of what the CMOP Event Log will look like follows.

Rx Activity Log	Jul 06, 1996 09:54:24	Page: 2 of 2										
ABC,PATIENT PID: 123-14-1960 Ht(cm): 188.40 (12/02/95) DOB: DEC 14,1960 (34) Wt(kg): 109.10 (12/02/95)												
CMOP Event Log: <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Rx Ref</th> <th>TRN-Order</th> <th>Stat</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>09/17/96@1526</td> <td>Ref 1</td> <td>267-4</td> <td>DISP</td> <td>NDC: 1234TEST5678</td> </tr> </tbody> </table>			Date/Time	Rx Ref	TRN-Order	Stat	Comments	09/17/96@1526	Ref 1	267-4	DISP	NDC: 1234TEST5678
Date/Time	Rx Ref	TRN-Order	Stat	Comments								
09/17/96@1526	Ref 1	267-4	DISP	NDC: 1234TEST5678								
CMOP Lot#/Expiration Date Log: <table border="1"> <thead> <tr> <th>Rx Ref</th> <th>Lot #</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>Ref 1</td> <td>1234TST</td> <td>07/07/97</td> </tr> </tbody> </table>			Rx Ref	Lot #	Expiration Date	Ref 1	1234TST	07/07/97				
Rx Ref	Lot #	Expiration Date										
Ref 1	1234TST	07/07/97										
Enter ?? for more actions												
Select Action:Quit// <u><RET></u>												

Discontinue Prescription(s)
[PSO C]

The discontinue function is used either to discontinue a prescription without deleting its record from the files, or reinstate a prescription discontinued by pharmacy.

List One Patient's Archived Rx's
[PSO ARCHIVE LIST RX'S]

This option shows the basic patient demographics and the prescription numbers and dates of archiving for archived prescriptions for this patient.

Reprint an Outpatient Rx Label
[PSO RXRPT]

The label reprint function allows you to reproduce a single label or many copies of the same label.

View Prescriptions
[PSO VIEW]

You can view the most complete information available for a specific prescription. The activity log lists the date, reason, prescription reference (Rx Ref), the initiator of the activity, and comments. The label log lists the date, prescription (Rx Ref), the person who printed it, and comments. Prescriptions with a deleted status cannot be viewed.

Update Patient Record
[PSO PAT]

Using this option you can add a new patient to the system or update the current patient information in the computer.

Verifying Prescriptions

Verification [PSO VER]

The Verification menu is used by pharmacists to verify prescriptions with a non-verified status; obtain a listing of those remaining non-verified prescriptions; or calculate the number of non-verified prescriptions by entering the patient or the clerk.

List Non-Verified Scripts
Non-Verified Counts
Rx Verification

If the verification site parameter is set to yes, new prescriptions entered by a non-pharmacist (i.e., someone who does not hold the PSORPH key) will be put in a non-verified status, entered into the non-verified orders file, and will not be made active (nor will labels be printed) until they are reviewed and verified by a pharmacist. Once new and renewed prescriptions for a patient are verified, all labels for that patient will be printed together. If a patient has refills only, these labels will be printed as they are entered.

A pharmacist may choose to verify all entries made by a particular technician rather than all the prescriptions for an individual patient.



Note: Prescriptions in a non-verified status can not be canceled, edited, or deleted through the usual options. If a non-verified prescription is autocanceled on admission, it can be reinstated, but it returns to the non-verified status.

List Non-Verified Scripts [PSO VRPT]

By using this option you can obtain a list by patient or entering clerk of all prescriptions remaining in a status of non-verified.

Non-Verified Counts [PSO NVCNT]

This option allows you to obtain a count of the number of prescriptions remaining in a status of non-verified.

Rx Verification by Clerk [PSO VR]

This option verifies prescriptions in the non-verified status either by patient or by the entering clerk.

Chapter Three: Pharmacy Technician's Menu

Pharmacy Technician's Menu

The options shown in this chapter have already been presented in Chapter Two: Outpatient Pharmacy Manager, but are being repeated here so that this section can be removed for the pharmacy technician and other pharmacy personnel assigned the PSO USER2 menu.

The PSO USER2 menu should be assigned to all pharmacy technicians and other pharmacy personnel who will view prescriptions and/or inquire into other Outpatient Pharmacy files.

- Bingo Board User ...*
- DUE User ...*
- Medication Profile*
- Patient Prescription Processing*
- Pull Early from Suspense*
- Release Medication*
- Update Patient Record*

Using the Bingo Board

Bingo Board User **[PSO BINGO USER]**

This menu enables you to use the bingo board display. The options on this menu allow you to display, enter, or remove a patient's name or a number from the bingo board display located in the pharmacy area.

When the routing for an order is set to window, the entering of prescription orders stores information in the bingo board PATIENT NOTIFICATION (RX READY) file (#52.11). For new, renew, pull early from suspense, refill orders, barcode refill/renew, and finish process for orders entered via CPRS, the date and time is captured when the order is stored in this file. The same occurs for partials, except the time is captured when you enter a prescription number.

Releasing the prescription places the name or ticket number of the patient on the bingo board monitor if a display group exists and stores data in the WAITING TIME file (#59.2). The options on this menu are used to manually enter, display, or remove a patient's name or number from the monitor.

Enter New Patient **[PSO BINGO NEW PATIENT]**

Use this option to manually enter the name of a new patient on the bingo board. You must also enter each Rx # for the patient's order.

A "Ticket #" prompt appears if ticket number was chosen as the method of display in the *Enter/Edit Display* option on the *Bingo Board Manager* menu. You will enter the ticket number and at the next prompt you will enter each of the Rx numbers for that patient.

Display Patient's Name on Monitor **[PSO BINGO DISPLAY PATIENT]**

You use this option to begin displaying the name or number of a patient whose prescription is ready. The message, "PRESCRIPTIONS ARE READY FOR:" has been added as fixed text to the display screen.

Remove Patient's Name from Monitor **[PSO BINGO DELETE PATIENT]**

After the patient picks up the prescription, you can remove the name or ticket number from the display either manually or through the barcode reader.



It is recommended that you remove a patient's name from the monitor as soon as the prescription is picked up.

Status of Patient's Order [PSO BINGO STATUS]

This option enables you to check the number of prescriptions a patient has ready, the division, time in/time out, and the prescription number(s). There are four possible statuses:

- 1) Pending - Active order input via CPRS that is in the PENDING OUTPATIENT ORDERS file (#52.41).
- 2) Being Processed - Order that is in the PATIENT NOTIFICATION file (#52.11), but not displayed.
- 3) Ready For Pickup - Order that is in the PATIENT NOTIFICATION (RX READY) file (#52.11) and is being displayed.
- 4) Picked Up - Order that has been picked up.

Example: Status of Patient's Order

Select Bingo Board User Option: Status of Patient's Order

Enter Patient Name: ZOOM,BiLLY 02-23-53 231447629 NO NSC VETERAN

ZOOM,BILLY has the following orders for 10/31/96

Being Processed: ***Entered on OCT 31, 1996***

Division: GENERAL HOSPITAL Time In: 10:27 Time Out:
Rx #: 500416,

Pending:

Orderable Item: ACETAMINOPHEN	Provider: FINE,LARRY
Entered By: CLERK,DEBRA	Time In: 10/31/96@06:46
Drug: ACETAMINOPHEN 325MG TAB UD	Routing: MAIL

Ready For Pickup:

Division: GENERAL HOSPITAL Time In: 10:36 Time Out: 10:46
Rx #: 1022731,

Enter Patient Name: <RET>

Creating, Editing, and Printing a DUE Answer Sheet

DUE User

[PSOD DUE USER]

With this menu you have the means to create an answer sheet entry in the DUE ANSWER SHEET file (#50.0731) and edit an existing Answer Sheet. A blank form of a selected DUE questionnaire can also be printed in multiple copies to be distributed to providers to complete when ordering medications being evaluated.

- 1 Enter a New Answer Sheet*
- 2 Edit an Existing Answer Sheet*
- 3 Batch Print Questionnaires*

Enter a New Answer Sheet

[PSOD CREATE ANSWER SHEET]

In this option you can enter answers to a DUE Questionnaire. This creates an answer sheet entry in the DUE ANSWER SHEET file (#50.0731). These answer sheets can be kept online for statistical and/or compliance studies. Answer sheets are stored in the file using a sequence number. This number is automatically generated by the computer and should be written on the hard copy of the answer sheet immediately so that it can be used later in editing or deleting the entry.

Edit an Existing Answer Sheet

[PSO EDIT ANSWER SHEET]

Edit a DUE Answer Sheet entry using this option. Ordinarily, you would have the sequence number available when editing the Answer Sheet; however, you can search the file if the provider, drug, or questionnaire is known by typing ^S at the "SEQUENCE NUMBER" prompt. The search displays all of the entries containing the combination of provider, drug, or questionnaire used in the search.

Batch Print Questionnaires

[PSOD BATCH PRINT QUESTIONNAIRE]

To print a blank form of a selected questionnaire enter the number of copies and a printer device. These questionnaire answer sheets can be distributed to providers to complete when ordering medications being evaluated.

Medication Profile [PSO P]

The report displays a profile of all prescriptions on file for a particular patient. You may view this information directly on the your screen or request it to be printed.

The medication profile is available in two formats. The short format contains the following fields: patient name, address, SSN, DOB, eligibility, narrative, reactions, prescriptions, Rx number, drug name, SIG, status, quantity, issue date, last fill date, and refills remaining. The long format contains all information contained on the short format and the following additional fields: physician's name, clerk code, fill date, total allowable refills, dates of refills, and partial fills, whether the prescription was filled at the pharmacy window or by mail, and which division filled it.

The short format displays the status in an abbreviated form. The following is an explanation of the codes: A (Active), DC (Discontinued), E (Expired), H (Hold), N (Non Verified), P (Pending due to drug interactions), and S (Suspended).



If the prescription has been returned to stock, the letter (R) will appear next to the last fill date.

Processing a Prescription

Patient Prescription Processing [PSO LM BACKDOOR ORDERS]

This option is used to process outpatient medication orders from OERR V. 3.0.

Patient Prescription Processing is found on the *Pharmacy Technician's Menu*, but with limited actions. A pharmacy technician can enter a prescription, refill, copy, renew, reprint, release, order a partial, pull early from suspense show a profile, or view an activity log.

If the verification site parameter is turned on, prescriptions entered by the technician will be non-verified and must be verified by the pharmacist. If the verification site parameter is turned off the label is queued to print as though the pharmacist has entered it unless the Rx causes a critical drug interaction. In which case, the prescription will be non-verified and must be verified by the pharmacist.

This option is used to process outpatient medication orders from OERR V. 3.0. *Patient Prescription Processing* is also found on the *Outpatient Pharmacy Manager Menu* and the *Pharmacist Menu* under the *Rx (Prescriptions)* option. This option uses List Manager features that allow the pharmacy technician to perform the following actions on a prescription without leaving this option.

- Enter a new Rx
- Refill
- Renew
- Order a partial
- Pull early from suspense
- Release
- Reprint
- Copy (new)
- Show a profile
- View activity log (new)

Actions are displayed in the action area of the screen. Actions with a parenthesis () around them are invalid actions for that order. A double question mark (??) displays all the actions available, including the outpatient pharmacy actions described in the section "Using List Manager." If you select one of the hidden actions and it is invalid, a message will display in the message window. Outpatient Pharmacy hidden actions are displayed with the letters OP next to the action.

Example 1: Entering a New Order

```
Select Pharmacy Technician's Menu Option: Patient Prescription
Processing
Select PATIENT NAME: ZOOM,Billy          02-23-53      231447629      NO
NSC VETERAN
```

Patient Information	Mar 19, 1996 13:20:06	Page: 1 of 1
ZOOM,BILLY PID: 231-44-7629 Ht(cm): 190.50 <u><A></u> (02/25/96) DOB: FEB 23,1953 (43) Wt(kg): 115.64 (02/25/96) SEX: MALE		
Eligibility: OTHER FEDERAL AGENCY Disabilities: 66 ROCKABILLY LANE LOS ANGELES PHONE: 112 543 6700 CALIFORNIA 21344 Outpatient Narrative: NEW PATIENT AS OF 06-15-94 Allergies Verified: GRASS POLLEN Non-Verified: CODEINE Adverse Reactions Verified: PENICILLIN Non-Verified: THEOPHYLLINE		
Enter ?? for more actions		
EA Edit/Enter Allergy/ADR Data	PU Patient Record Update	
DA Detailed Allergy/ADR List	Ex Exit Patient List	
Select Action: Quit// <u><RET></u>		

Although the default is Quit at the "Select Action" prompt, a return at this prompt means quit the screen and go to the Medication Profile.

[Next Screen]

Medication Profile	Mar 19, 1996 13:21:16	Page: 1 of 1
ZOOM,BILLY PID: 231-44-7629 Ht(cm): 190.50 <u><A></u> (02/25/96) DOB: FEB 23,1953 (43) Wt(kg): 115.64 (02/25/96)		
# RX #	DRUG	QTY ST ISSUE DATE LAST REF FILL DAY REM SUP
-----ACTIVE-----		
1 129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5% 15ML A	03-19 03-19 11 30
	Qty: 2	
Enter ?? for more actions		
PU Patient Record Update	NO New Order	
PI Patient Information	SO Select Order	
Select Action: Quit// <u>NO</u> New Order		

If a double question mark (??) had been entered at the above "Select Action" prompt, the following hidden actions would display in the action area.

Pharmacy Technician's Menu

The following actions are also available:

RP	Reprint (OP)	OTH	Other OP Actions	LS	Last Screen
RN	Renew (OP)	RD	Re Display Screen	FS	First Screen
DC	Discontinue (OP)	PL	Print List	GO	Go to Page
RL	Release (OP)	PS	Print Screen	+	Next Screen
RF	Refill (OP)	>	Shift View to Right	-	Previous Screen
PP	Pull Rx (OP)	<	Shift View to Left	ADPL	Auto Display(On/Off)
IP	Inpat. Profile (OP)	SL	Search List	UP	Up a Line
DN	Down a Line	QU	Quit		

PATIENT STATUS: OTHER FEDERAL// <RET>

DRUG: NADOLOL 40MG CV100 N/F TAB

Checking for Drug/Drug Interactions !

SIG: BID (TWICE A DAY)

QTY (TAB) : 60

DAYS SUPPLY: (1-90): 60// <RET>

OF REFILLS: (0-11): 11// <RET>

PROVIDER: FINE, LARRY

CLINIC: 1 WEST

MAIL/WINDOW: WINDOW// <RET> WINDOW

METHOD OF PICK-UP: <RET>

REMARKS: <RET>

ISSUE DATE: MAR 19, 1996// <RET> (MAR 19, 1996)

FILL DATE: (3/19/96 - 99/99/99): MAR 19, 1996// (MAR 19, 1996)

Rx # 130 03/19/96
ZOOM, BILLY #60
TWICE A DAY

NADOLOL 40MG
FINE, LARRY CLERK, DIANA J
of Refills: 11

Is this correct? YES// <RET> [If no is entered at this prompt, see Example 2.]

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E. Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION			
POLICY		x	x
DUPLICATE			
REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN

WAS THE PATIENT COUNSELED: NO// Y YES

WAS COUNSELING UNDERSTOOD: NO// Y YES

Another New Order for ZOOM, BILLY? YES// <RET> YES

Example 2: Using the Copy Action

Copy is a hidden action which is new to outpatient pharmacy. With this action you can copy an order and edit any field.

Medication Profile		Mar 19, 1996 13:42:17		Page: 1 of 1		
ZOOM,BILLY						
PID: 231-44-7629		Ht(cm): 190.50		<A> (02/25/96)		
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)		
#	RX #	DRUG	QTY	ST	ISSUE DATE	LAST REF DAY
-----ACTIVE-----						
1	130\$	NADOLOL 40MG	60	A	03-19	03-19 11 30
2	129\$	NAPHAZOLINE 0.05% & ANTAZOLINE 0.5% 15ML	15ML	A	03-19	03-19 11 30
Qty: 2						
Enter ?? for more actions						
PI Patient Information			SO Select Order			
Select Action: Quit// <u>SO</u>			Select Order [Or you may enter the order number, e.g., 1]			
Select Orders by number: (1-3): <u>1</u>						

OP Medications (ACTIVE)		Mar 19, 1996 13:42:55		Page: 1 of 2	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		<A> (02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Rx #: 130\$					
(1)	Orderable Item: NADOLOL TAB				
(2)	Drug: NADOLOL 40MG				
(3)	SIG: TAKE ONE BY MOUTH TWICE A DAY				
(4)	Patient Status: OTHER				
(5)	Issue Date: 03/19/96		(6) Fill Date: 03/19/96		
Last Fill Date: 03/19/96					
Last Release Date:					
Expires: 03/20/97		(7) Lot #:			
(8)	Days Supply: 30	(9) QTY: 60			
(10)	# of Refills: 11	Remaining: 11			
(11)	Provider: FINE,LARRY				
(12)	Routing: WINDOW	(13) Copies: 1			
Method of Pickup:					
(14)	Clinic: 1 WEST				
(15)	Division: GENERAL HOSPITAL (ED105)				
(16)	Pharmacist: HOWARD,MORGAN				
Patient Counseling: YES					
Remarks: New Order Created due to the copying of Rx # 783.					
+ Enter ?? for more actions					
DC	Discontinue	PR	Partial	RL	Release
ED	Edit	RF	Refill	RN	Renew
Select Action: Next Screen// <u>CO</u> CO					

If a double question mark (??) had been entered at the above "Select Action" prompt, the hidden actions on the following page would display in the action area.

Pharmacy Technician's Menu

The following actions are also available:

AL	Activity Logs (OP)	OTH	Other OP Actions	LS	Last Screen
VF	Verify (OP)	+	Next Screen	PL	Print List
CO	Copy (OP)	-	Previous Screen	PS	Print Screen
RP	Reprint (OP)	<	Shift View to Left	QU	Quit
HD	Hold (OP)	>	Shift View to Right	RD	Re Display Screen
UH	Unhold (OP)	ADPL	Auto Display(On/Off)	SL	Search List
PI	Patient Information	DN	Down a Line	UP	Up a Line
PP	Pull Rx (OP)	FS	First Screen		
IP	Inpat. Profile (OP)	GO	Go to Page		

Enter RETURN to continue or '^' to exit:

New OP Order (COPY)		Mar 19, 1996 13:43:41		Page: 1 of 1	
ZOOM,BILLY					
PID: 231-44-7629		Ht(cm): 190.50		(02/25/96)	
DOB: FEB 23,1953 (43)		Wt(kg): 115.64		(02/25/96)	
Orderable Item: NADOLOL TAB (1) Drug: NADOLOL 40MG (2) Patient Status: OTHER (3) Issue Date: MAR 19,1996 (4) Fill Date: MAR 19,1996 (5) SIG: TAKE ONE BY MOUTH TWICE A DAY (6) Days Supply: 30 (7) QTY: 60 (8) # of Refills: 0 (9) Routing: WINDOW (10) Clinic: 1 WEST (11) Provider: FINE,LARRY (12) Copies: 1 (13) Remarks: New Order Created due to the copying of Rx # 130. Entry By: CLERK,DIANA J Entry Date: MAR 19,1996 13:43:38					
Enter ?? for more actions					
AC Accept ED Edit Select Item(s): Quit// <u>AC</u> Accept					

DUPLICATE DRUG NADOLOL 40MG in Prescription: 130

Status: Active	Issued: 03/19/96
SIG: T1 PO BID	
QTY: 60	# of refills: 11
Provider: FINE,LARRY	Refills remaining: 11
	Last filled on: 03/19/96
	Days Supply: 30

Discontinue Rx # 130? YES RX has been Discontinued while entering new Rx.
Now doing order checks. Please wait...

Nature of Order: WRITTEN// ??

Nature of Order Activity	Require E.Signature	Print Chart Copy	Print on Summary
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION POLICY		x	x
DUPLICATE REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN

WAS THE PATIENT COUNSELED: NO// <RET> NO

[The Medication Profile screen is redisplayed at this point.]

NAME	SSN	ID	ORDER
ZOOM,BILLY	231447629		
ZOOM,BILLY	231447629		A
ZOOM,BILLY	231447629		B
ZOOM,BILLY	231447629		C

Please advise the patient that the above ID # and/or ORDER Letter will be displayed with his/her name on the Bingo Display

LABEL: QUEUE/HOLD/SUSPEND or '^' to bypass Q// <RET> UEUE

LABEL(S) QUEUED TO PRINT

Select PATIENT NAME: <RET>

Select Rx (Prescriptions) Option: <RET>

Example 3: Renewing an Rx

This action allows the pharmacy manager or pharmacist to process renewals for existing orders.

[This example begins after you have selected an order from the Medication Profile screen.]

OP Medications (ACTIVE)		Mar 21, 1996 09:00:09		Page: 1 of 2	
MADISON,DOLLY					
PID: 123-31-2354		Ht (cm): <u>162.56</u>		(01/10/96)	
DOB: OCT 19,1950 (45)		Wt (kg): <u>49.63</u>		(01/10/96)	
Rx #: 124					
(1)	Orderable Item:	AMPICILLIN CAP			
(2)	Drug:	AMPICILLIN 500MG CAP			
(3)	SIG:	TAKE ONE BY MOUTH EVERY SIX HOURS			
(4)	Patient Status:	SC			
(5)	Issue Date:	03/12/96	(6)	Fill Date:	03/12/96
	Last Fill Date:	03/12/96			
	Last Release Date:	03/12/96			
	Expires:	03/13/97	(7)	Lot #:	
(8)	Days Supply:	30	(9)	QTY:	120
(10)	# of Refills:	5		Remaining:	5
(11)	Provider:	CLERK,DIANA			
(12)	Routing:	WINDOW			
	Method of Pickup:	(13)	Copies: 1		
(14)	Clinic:	1 WEST			
(15)	Division:	GENERAL HOSPITAL (ED105)			
(16)	Pharmacist:	HOWARD,MOE			
	Patient Counseling:	YES		Was Counseling Understood: NO	
	Remarks: New Order Created due to the copying of Rx # 783.				
+ Enter ?? for more actions					
DC	(Discontinue)	PR	Partial	RL	Release
ED	(Edit)	RF	Refill	RN	Renew
Select Action: Next Screen//		RN	Renew		

FILL DATE: (3/21/96 - 99/99/99): TODAY// <RET> (MAR 21, 1996)

MAIL/WINDOW: WINDOW// <RET> WINDOW

METHOD OF PICK-UP: <RET>

Now Renewing Rx # 124 Drug: AMPICILLIN 500MG CAP

Now doing order checks. Please wait...

124A AMPICILLIN 500MG CAP QTY: 120
 # OF REFILLS: 5 ISSUED: 03-21-96 SIG: T1 PO Q6H FILLED: 05-01-96
 ROUTING: WINDOW PHYS: CLERK,DIANA

Edit renewed Rx ? Y// <RET> ES

Prescription Renew	Mar 21, 1996 09:04:43	Page: 1 of 1
MADISON,DOLLY PID: 123-31-2354		
Ht(cm): <u>162.56</u> (<u>01/10/96</u>)		
Rx: 124A Drug: AMPICILLIN 500MG CAP Patient Status: SC (1) Issue Date: MAR 21,1996 (2) Fill Date: MAY 1,1996 SIG: TAKE ONE BY MOUTH EVERY SIX HOURS Days Supply: 30 QTY: 120 (3) # of Refills: 5 (4) Routing: WINDOW (5) Clinic: 1 WEST (6) Provider: CLERK,DIANA (7) Copies: 1 (8) Remarks: RENEWED FROM RX # 124 Entry By: CLERK,DIANA		
Entry Date: MAR 21,1996 09:04:40		
Enter ?? for more actions		
AC Accept	DC Discontinue	
BY Bypass	ED Edit	
Select Item(s): Quit// <u>ED</u> Edit [Or you may enter the field(s), e.g., 1,5,7]		

Select Field to Edit by number: (1-8): 5 [You may choose several fields at this prompt (e.g., 3,5,7).]

CLINIC: 1 WEST// 1 EAST

Prescription Renew	Mar 21, 1996 09:12:54	Page: 1 of 1
MADISON,DOLLY PID: 123-31-2354		
Ht(cm): <u>162.56</u> (<u>01/10/96</u>)		
Rx#: 124A Drug: AMPICILLIN 500MG CAP Patient Status: SC (1) Issue Date: MAR 21,1996 (2) Fill Date: MAY 1,1996 SIG: TAKE ONE BY MOUTH EVERY SIX HOURS Days Supply: 30 QTY: 120 (3) # of Refills: 5 (4) Routing: WINDOW (5) Clinic: 1 EAST (6) Provider: CLERK,DIANA (7) Copies: 1 (8) Remarks: RENEWED FROM RX # 124 Entry By: CLERK,DIANA		
Entry Date: MAR 21,1996 09:12:52		
Enter ?? for more actions		
AC Accept	DC Discontinue	
BY Bypass	ED Edit	
Select Item(s): Quit// <u>AC</u> Accept		

RX# 124A HAS BEEN SUSPENDED UNTIL 05-01-96.

Pharmacy Technician's Menu

Nature of Order: WRITTEN// ??

Nature of Order Activity -----	Require E.Signature -----	Print Chart Copy -----	Print on Summary -----
WRITTEN			x
VERBAL	x	x	x
TELEPHONED	x	x	x
SERVICE CORRECTION POLICY		x	x
DUPLICATE			
REJECTED			

Nature of Order: WRITTEN// <RET> WRITTEN

WAS THE PATIENT COUNSELED: NO// <RET> NO

**Pull Early from Suspense
[PSO PNDRX]**

This option is used to pull a specific prescription or all prescriptions for a patient early. If an Rx is pulled early using this option, it will not be associated with any printed batch. You will not be able to reprint a label with the *Reprint Batches from Suspense* option if the Rx has been pulled early suspense. In addition, you are also able to edit Method of Pickup. Also, there is no longer a "DELETE FROM SUSPENSE PROMPT." That prompt has been changed to "Pull Rx(s) and delete from Suspense." You must answer Yes to this prompt to pull the Rx's, and they will always be deleted from suspense. Since Rx's that are pulled early from suspense do not belong to any printed batch and cannot be reprinted from suspense, there is no reason to leave them in suspense.

**Release Medication
[PSO RELEASE]**

This option is used at the time the prescription is filled and ready to be given to the patient. Inventory is decreased, certain fields in the file are updated, and a copay is generated if the action is applicable to the prescription. With this option you can batch process prescriptions. Communication is made with the IFCAP and MCCR software to generate copay charges. IFCAP and MCCR software handle patient billing, tracking of charges, and payment received.

If a prescription has any status other than active or refill the user will be given one of the following error messages:

- Prescription has a status of (status) and is not eligible for release.
- Prescription was deleted.
- Improper barcode format.
- Non-existent prescription.

If you release a prescription and receive a message that the partial prescription was released and there is a refill that has not been released, you must re-enter the prescription number.



This is a mandatory function that must be used by the pharmacy.

**Update Patient Record
[PSO PAT]**

Using this option you can add a new patient to the system or update the current patient information in the computer.

Glossary

Action Profile	A list of all active and recently canceled or expired prescriptions for a patient sorted by classification. This profile also includes a signature line for each prescription to allow the physician to cancel or renew it.
Activity Log	A log, by date, of changes made to or actions taken on a prescription. An entry is made in this log each time the prescription is edited, canceled, reinstated after being canceled, or renewed. An entry will be made into this log each time a label is reprinted.
Allergy/ADR Information	Includes non-verified and verified allergy and/or adverse reaction information as defined in the Adverse Reaction Tracking (ART) package. The allergy data is sorted by type (DRUG, OTHER, FOOD). If no data is found for a category, the heading for that category is not displayed.
AMIS	Automated Management Information System
Answer Sheet	An entry in the DUE ANSWER SHEET file (#50.0731). It contains the questions and answers of a DUE questionnaire. This term is also used to refer to the hard copy representation of a DUE ANSWER SHEET entry.
APSP	Originally Indian Health Service Pharmacy's name space now owned by the Outpatient Pharmacy software.
Bypass	Take no action on a medication order.
CPRS	Computerized Patient Record System. CPRS is an entry point in VISTA that allows the user to enter all necessary orders for a patient in different packages (e.g., Outpatient Pharmacy, Inpatient Pharmacy, etc.) from a single entry point.
Critical	Interactions with severe consequences that require some type of action (finding facts, contacting prescribers) to prevent potential serious harm.

DEA	Drug Enforcement Agency
DEA Special Handling	The Drug Enforcement Agency special handling code used for drugs to designate if they are over-the counter, narcotics, bulk compounds, supply items, etc.
DHCP	See VISTA .
Drug/Drug Interaction	The pharmacological or clinical response to the administration of a drug combination different from that anticipated from the known effects of the two agents when given alone.
DUE	Acronym for Drug Usage Evaluation
Expiration/Stop	The date on which a prescription is no longer active. Typically, this date is 30 days after the issue date for narcotics, 180 days after the issue date for other medications and 360 days after the issue date for supplies.
Finish	Term used for completing orders from Order Entry/Results Reporting V. 3.0.
Issue Date	The date on which the prescription was written. This date is usually, but not always, the same as the first fill date. This date cannot be later than the first fill date.
JCAHO	Acronym for Joint Commission on Accreditation of Healthcare Organizations
Label/Profile Monitor	A file for each printer which records, in the order in which they were printed, the last 1000 labels or profiles printed on that printer. This allows a rapid reprint of a series of labels or profiles which were damaged by a printer malfunction or other event.
Medication Order	A prescription.
Medication Profile	A list of all active or recently canceled or expired prescriptions for a patient sorted either by date, drug, or classification. Unlike the action profile, this profile is for information only and does not provide a

	signature line for a physician to indicate action to be taken on the prescription.
Med Route	The method in which the prescription is to be administered (e.g., oral, injection).
Order	Request for medication.
Partial Prescription	A prescription which has been filled for a quantity smaller than requested. A possible reason for a partial fill is that a patient is to return to the clinic in ten days but the prescription calls for a thirty day supply. Partials do count as workload but do not count against the total number of refills for a prescription.
Pharmacy Narrative	OUTPATIENT NARRATIVE field that may be used by pharmacy staff to display information specific to the patient.
Polypharmacy	The administration of many drugs together.
Prescription	This term is now referred to throughout the software as medication orders.
Prescription Status	A prescription can have one of the following status.
Active	A prescription with this status can be filled or refilled.
Canceled	This term is now referred to throughout the software as Discontinued.(See Discontinued.)
Discontinued	This status is used when a prescription was made inactive either by a new prescription or by the request of a physician.
Discontinued (Edit)	Discontinued (Edit) is the status used when a medication order has been edited and causes a new order to be created due to the editing of certain data elements.
Deleted	This status is used when a prescription is deleted. Prescriptions are no longer physically deleted from the system, but marked as deleted. Once a prescription is marked deleted no access is allowed other than view.

Expired	<p>This status indicates the expiration date has passed.</p> <p>*Note: A prescription which was canceled or has expired more recently than the date specified by the cutoff date, typically 120 days in the past, can still be acted upon.</p>
Hold	A prescription that was placed on hold due to reasons determined by the pharmacist.
Non-verified	<p>There are two types of non-verified statuses. Depending on a site parameter, prescriptions entered by a technician do not become active until they are reviewed by a pharmacist. Until such review, they remain non-verified and cannot be printed, canceled or edited except through the Verification menu.</p> <p>The second non-verified status is given to prescriptions when a drug/drug interaction is encountered during the new order entry or editing of a prescription.</p>
Pending	A prescription which has been entered through OERR.
Refill	A second or subsequent filling authorized by the provider.
Suspended	A prescription which will be filled at some future date.
Progress Notes	A component of Text Integration Utilities (TIU) which can function as part of CPRS.
Provider	The person who authorized an order. Only users identified as providers who are authorized to write medication orders may be selected.
Reprinted Label	Unlike a partial prescription, a reprint does not count as workload.
Questionnaire	An entry in the DUE QUESTIONNAIRE file (#50.073). This file entry contains the set of questions related to a DUE as well as the drugs being evaluated.

Schedule	The frequency by which the doses are to be administered, such as Q8H, BID, NOW, etc.
Sig.	The instructions printed on the label.
Significant	The potential for harm is either rare or generally known so that it is reasonable to expect that all prescribers have taken this information into account.
Speed Actions	See Actions.
Suspense	A prescription may not be able to be filled on the day it was requested. When the prescription is entered, a label is not printed. Rather, the prescription is put in the RX SUSPENSE file (#52.5) to be printed at a later date.
Time In	This is the time that the patient's name was entered in the computer.
Time Out	This is the time that the patient's name was entered on the bingo board monitor.
TIU	Text Integration Utilities; a package for document handling, that includes Consults, Discharge summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.
VISTA	Acronym for V eterans H ealth I nformation S ystems and T echnology A rchitecture, the new name for Decentralized Hospital Computer Program (DHCP).
Wait Time	This is the amount of time it took to fill the prescription. It is the difference between Time In and Time Out. For orders with more than one Rx, the wait time is the same for each.

Appendix A

Creating A Sig. Using Information From CPRS Order Entry

When a user enters an Outpatient order through CPRS, the information is then sent to the Outpatient Pharmacy package, and this information will be displayed to the user who finishes this order in the Outpatient Pharmacy package. The Outpatient Pharmacy package will also make a possible Sig. based on certain pieces of this information, and this possible Sig. will also be displayed on the Pharmacy Finish screen. The Sig. can be accepted by whoever finishes the order, or a new Sig. can be entered. If the possible Sig. is accepted, that will become the Sig. for the prescription, and will print on the labels, profiles, etc. If a new Sig. is entered, it is entered just like in previous versions, where each word will be checked against the MEDICATION INSTRUCTION file for possible expansion. Additionally, if a new Sig. is entered, this may cause a new order to be created. This will be explained after we describe how the possible Sig. is created by using the information entered through CPRS.

Example 1: The first part of this example shows the prompts and what is entered through CPRS for a DIGOXIN 0.25MG TAB ORDER.

```
Medication: DIGOXIN TAB
Dispense Drug: DIGOXIN 0.25 MG TAB
Complex dose? NO//<RET>
Take (in TABLET(S)): 2
Route: ORAL
Schedule: Q12H
Limit duration to (in DAYS): 30
Quantity: 60
Refills (0-11)://5
Pick up: WINDOW//<RET>
Provider Instructions:
1>
```



The Take prompt in the above example will vary, depending on the Dose Form associated with the selected medication.

For example:	DOSE FORM	PROMPT
	-----	-----
	TAB	Take
	CREAM, TOP	Apply
	INJ	Inject
	SOLN, OPH	Instill

From this information entered through CPRS, the possible Sig. that Outpatient Pharmacy would display when this order is finished in pharmacy is

TAKE 2 TABLET(S) BY MOUTH EVERY 12 HOURS FOR 30 DAY(S)

This possible Sig. is created using this method:

- The word **TAKE** is derived from the VERB entry in the DOSAGE FORM file, that is associated with the Dosage Form TAB, which is derived from the Dose Form associated with the Orderable Item DIGOXIN TAB.

- The number **2** is taken from what was entered at the “Take” prompt.
- The word **TABLETS(S)** is derived from the NOUN entry in the DOSAGE FORM file, that is associated with the Dosage Form TAB, which is derived from the Dose Form associated with the Orderable Item DIGOXIN TAB.
- The word **BY** is derived from the PREPOSITION entry in the DOSAGE FORM file, that is associated with the Dosage Form TAB, which is derived from the Dose Form associated with the Orderable Item DIGOXIN TAB. The PREPOSITION will only be printed if there is an Outpatient expansion associated with the Med Route.
- The word **MOUTH** is derived from the OUTPATIENT EXPANSION in the MEDICATION ROUTES file, that is associated with the Med Route ORAL. If there is no outpatient expansion, the abbreviation will be used. If there is no abbreviation the name will be used.
- The words **EVERY 12 HOURS** are derived from the OUTPATIENT EXPANSION in the ADMINISTRATION SCHEDULE file, that is associated with the Schedule Q12H. If no Outpatient expansion is found in the ADMINISTRATION SCHEDULE file, the software will then derive an expansion from the MEDICATION INSTRUCTION file.
- The words **FOR 30 DAY(S)** are derived from the 30 entered for Duration. The word **FOR** is always used when there is a Duration. The number 30 is used because that is what was entered. **DAYS** is used as a default time period. If **D30** was entered for Duration, (D for days), the possible Sig. would still be the same. The CPRS user could have changed the time period by preceding the number 30 with these letters:

USER ENTERS	EXPANSION
-----	-----
D30	FOR 30 DAYS
W30	FOR 30 WEEKS
H30	FOR 30 HOURS
L30	FOR 30 MONTHS
M30	FOR 30 MINUTES
S30	FOR 30 SECONDS
30	FOR 30 DAYS (Default to DAYS)

Example 2: This example is similar to Example 1, only a second set of Instructions is entered for this order.

```

Medication: DIGOXIN TAB
Dispense Drug: DIGOXIN 0.25 MG TAB
Complex dose? NO://YES
Take (in TABLET(S)): 2
Route: ORAL
Schedule: Q12H
Limit duration to (in DAYS): 30
Then Take (in TABLET(S)): 1
Route: ORAL
Schedule: Q8H
Limit duration to (in DAYS): 10
Then Take (in TABLET(S)): <RET>
Quantity: 90
Refills (0-11)://5
Pick up: WINDOW//<RET>
Provider Instructions:
1>

```

Since there is a second set of Instructions entered for this order, the word “THEN” is used to put together these Instructions, so the possible Sig. would be as follows:

TAKE 2 TABLET(S) BY MOUTH EVERY 12 HOURS FOR 30 DAY(S) THEN
TAKE 1 TABLET(S) BY MOUTH EVERY 8 HOURS FOR 10 DAY(S)

Creating A New Order When Finishing A CPRS Order In Outpatient Pharmacy

When a CPRS order is finished in the Outpatient Pharmacy package, it is possible that the order can be edited in such a way that the original order is discontinued, and a new order is created. This will only happen if any of these three items change: Orderable Item, Med Route, or Schedule.

The Orderable Item can be edited directly when Finishing an order. If a new Orderable Item is selected, a new Dispense Drug would also then have to be selected, causing a new order to be created.

Checking for a new Med Route and a new Schedule is a little different. These fields are not edited directly when an order is Finished, rather new Med Routes and Schedules are only derived if the possible Sig. that has been made by the CPRS entries is not accepted, and a new Sig. has to be entered when an order is finished. Using example 2 from the possible Sig. examples, we have the following Order Entry dialogue:

```
Medication: DIGOXIN TAB
Dispense Drug: DIGOXIN 0.25 MG TAB
Instructions:
  1. Take: 2
    Route: ORAL
    Schedule: Q12H
    Duration: 30
  2. Take: 1
    Route: ORAL
    Schedule: Q8H
    Duration: 10
Quantity: 90
Refills: 5
Pick up: Window
```

From this dialogue, our possible Sig. is

TAKE 2 TABLET(S) BY MOUTH EVERY 12 HOURS FOR 30 DAY(S) THEN
TAKE 1 TABLET(S) BY MOUTH EVERY 8 HOURS FOR 10 DAY(S)

And our Med Route and Schedules are

```
Med Route: ORAL
Schedule: Q12H
Schedule: Q8H
```

If the possible Sig. is not accepted, a new Sig. must be entered. When this new Sig. is entered, we will expand the Sig. as has always been done by running each word entered through the MEDICATION INSTRUCTION file, looking for anything that needs expanded. But now a Med Route and Schedule can be associated with each entry in this file. So when we check for any expansions on the new Sig. being entered, we also gather the Med Routes and Schedules associated with the new Sig. We check those new Med Route(s) and new Schedule(s) against the original Med

route(s) and Schedule(s), and if there are any discrepancies, a new order will be created.

For example, our Med Route from CPRS is ORAL. When we get all the Med Routes from the new Sig., the only way a new order would not be created is if the only Med Route we find is Oral. If we find any other Med Route, or if we don't find any Med Route at all, a new Order will be created.

We received two Schedules from CPRS, Q12H and Q8H. When we gather all the Schedules from the new Sig., if we find any other Schedules besides Q12H and Q8H, a new order will be created. If we don't find Q12H or don't find Q8H at least once, a new order will be created. The order of the Schedules does not matter, it only matters that the same schedules are found.

These same checks are done anytime a Sig. is edited. For example, if a CPRS order is finished in Outpatient Pharmacy, and the possible Sig. is accepted from CPRS, the Med Route and Schedule(s) are kept with the prescription. If at some later time that Sig. is changed, the same new order checks will be done at that point. The same med route and schedule checks are done on orders entered through the Outpatient Pharmacy package.

The Med Routes and Schedules can be added to the MEDICATION INSTRUCTION file by using the *Medication Instruction File Add/Edit* option in the Pharmacy Data Management package. Some examples for associating Med Routes and Schedules with entries in the MEDICATION INSTRUCTION file are as follows:

ENTRY IN FILE	MED ROUTE	SCHEDULE
-----	-----	-----
SLC	SUBLINGUAL	(no schedule)
BID	(no med route)	BID
PO BID	ORAL	BID

Index

A

About the Output Reports Menu · 56
Action Profile · 56
Add New Providers · 43, 90
All Reports · 61, 62
Alpha Drug List and Synonyms · 57
AMIS Report · 57
Archive to File · 19
Archiving menu · 18
Autocancel Rx's on Admission · 23, 45
Autocanceling · 23
Auto-delete from Suspense · 53, 93
Auto-Start Enter/Edit · 28, 48

B

Barcode Batch Prescription Entry · 82, 127
Barcode Rx Menu · 82, 127
Batch Print Questionnaires · 39, 106, 140
Bingo Board Manager · 25
Bingo Board Manager (BM) · 46
Bingo Board User · 102, 138
Bingo Board User BU · 31

C

CHAMPUS Billing Exemption · 36
Change Suspense Date · 94, 104
Check Quality of Barcode · 82, 127
Clinic Costs · 57
Clozapine Pharmacy Manager · 33
Commonly Dispensed Drugs · 57
Complete Orders from OERR · 82, 128
Controlling the Dispensing of Clozapine · 33
Cope Menu · 36, 38, 43
Cost Analysis Reports · 57
Cost of Prescriptions · 61, 62
Count of Prescriptions · 61, 63
Count of Suspended Rx's by Day · 95
Create/Edit a Questionnaire · 39, 105
Creating, Editing, and Printing a DUE Answer Sheet · 140

D

Daily AMIS Report · 59
Daily Management Report Menu · 61
Daily Rx Cost · 90
Date Range Recompile Data · 62
Delete a Prescription · 53, 90
Delete Intervention · 53, 66, 112
Delete Printed Rx's from Suspense · 95
Discontinue Prescription(s) · 89, 133
Display Lab Tests and Results · 34
Display Patient's Name on Monitor · 31, 102, 138
Division Costs by Drug · 58
Drug Costs · 58
Drug Costs by Division · 58
Drug Costs by Division by Provider · 58
Drug Costs by Provider · 58
Drug List By Synonym · 59
DUE Report · 39, 106
DUE Supervisor · 105
DUE User · 140

E

Edit an Existing Answer Sheet · 38, 105, 140
Edit Data for a Patient in the Clozapine Program · 34, 52
Edit Pharmacy Intervention · 53, 66, 112
Edit Provider · 43, 91
Enter a New Answer Sheet · 38, 105, 140
Enter New Patient · 31, 102, 138
Enter Pharmacy Intervention · 66
Enter/Edit Clinic Sort Groups · 39, 52, 106
Enter/Edit Display · 26, 46
Entering Actions · 10
Evaluating Drug Usage · 38, 105
Exempt Rx Patient Status from Copayment · 37
Expire Prescriptions · 54
External Interface Menu · 40, 108

F

File Retrieval · 19
Find · 18

H

Handling Copay Charges · 36
High Cost Rx Report · 58

I

Icons · 1
Implementing and Maintaining Outpatient Pharmacy · 43
Inactive Drug List · 60
Initialize Daily Compile · 62
Initialize Rx Cost Statistics · 53, 91
Inter-Divisional Processing · 91
Intravenous Admixture · 61, 63
Introduction · 1
Inventory · 91

L

Label/Profile Monitor Reprint · 42
List Manager · 8
List Non-Verified Scripts · 98, 134
List of Override Prescriptions · 34
List One Patient's Archived Rx's · 22, 89, 133
List Prescriptions on Hold · 60
Log of Suspended Rx's by Day (this Division) · 95
Look-up Clerk by Code · 91

M

Maintenance (Outpatient Pharmacy) · 43
Management Reports Menu · 60
Medication Profile · 55, 63, 111, 141
Menus · 2
Monthly Drug Cost · 64
Monthly Management Report Menu · 62
Monthly Rx Cost Compilation · 91

N

Narcotic Prescription List · 65
Non-Formulary List · 65
Non-Verified Counts · 98, 134

O

One Day Recompile Data · 63
Ordering a Prescription · 116
Other Outpatient Pharmacy ListMan Actions · 12
Other Screen Actions · 12
Outpatient Pharmacy Hidden Actions · 11
Outpatient Pharmacy Manager Menu · 2, 17

P

Patient Prescription Processing · 70, 116, 142
Patient Status Costs · 58
Pharmacist Enter/Edit · 92
Pharmacist Menu · 101
Pharmacy Cost Statistics Menu · 59
Pharmacy Intervention · 66, 112
Pharmacy Intervention Menu · 66, 112
Pharmacy Statistics · 59
Pharmacy Technician's Menu · 137
Poly Pharmacy Report · 65
Print Archived Prescriptions · 22
Print Bingo Board Statistics · 28, 49
Print Bingo Board Wait Time · 28, 49
Print from Suspense File · 95, 113
Print Pharmacy Intervention · 66, 112
Process Drug/Drug Interactions · 67, 114
Processing a Prescription · 70, 142
Provider by Drug Costs · 59
Provider Costs · 59
Pull Early from Suspense · 96, 114, 151
Purge · 22
Purge Bingo Board Data · 30, 50
Purge Data · 63
Purge Drug Cost Data · 54, 92
Purge External Batches · 40, 54, 108

Q

Queue Background Jobs · 44

R

Recompile AMIS Data · 54, 92
Register Clozapine Patient · 35
Release Medication · 114, 151
Released and Unreleased Prescription Report · 65
Releasing Medication · 68
Remove Copay Charge · 37
Remove Patient's Name from Monitor · 31, 103, 138
Reprint an Outpatient Rx Label · 89, 133
Reprint Batches from Suspense · 97
Reprint External Batches · 40, 108
Request Statistics · 59
Reset Copay Status · 37
Return Medication to Stock · 115
Returning Medication to Stock · 69

Rx (Prescriptions) · 70, 116
Rx Verification by Clerk · 98, 134

S

Save to Tape · 18
Site Parameter Enter/Edit · 43, 92
Sort Statistics By Division · 59
Speed Actions · 11
Start Bingo Board Display · 30, 51
Status of Patient's Order · 32, 103, 139
Stop Bingo Board Display · 30, 51
Supervisor Functions · 90
Suspense Functions · 93

T

Tape Retrieval · 18
Type of Prescriptions Filled · 61, 63

U

Update Patient Record · 97, 133, 151
Using List Manager with Outpatient Pharmacy · 9
Using the Archive Menu Option · 18
Using the Bingo Board · 102, 138
Using the Bingo Board Menu · 24
Using the Interface Menu · 108
Using the Supervisor Menu · 90
Using the Suspense Functions · 93

V

Verification · 98, 134
Verifying Prescriptions · 98, 134
View External Batches · 41, 109
View Intervention · 66, 113
View Prescriptions · 89, 133
View Provider · 92